

INTO 



GET READY FOR SUCCESS

Student pre-departure guide

Your pre-departure guide

Moving to an unfamiliar country is an exciting time, but there is a lot to think about and prepare before you leave. This guide will help you with your preparations and give you an idea of what to expect when you arrive.



Before you arrive in the UK



Arrival details form



Preparing for the UK



Your arrival



On your first day



Managing your money



Paying your fees



Top tips from our students



Health



Your checklist

This useful checklist will help you get organised for your exciting journey ahead with INTO. Make sure you've completed everything before you leave home!

As soon as possible:

- Have you paid full fees for your tuition and insurance (if applicable)?
- Have you booked your accommodation and paid full fees?
- Have you booked your flight(s) (see pages 5-6)?
- Have you returned your arrival details form to INTO Admissions (see pages 7-8)? Remember to complete Section 3 of the form if you need an INTO airport pickup
- Have you checked your passport is valid for at least six months from your course start date?
- Have you applied for and received your visa?
- Passport and visa/identity card
- Your biometric residence permit (BRP) collection letter (if applicable)
- Medical certificates (if required)
- Bank statement that you used to obtain your Tier 4 visa to show the Immigration Officer on arrival at the airport in the UK
- Any other original documents/transcripts listed in your offer letter/CAS statement, for example your high school certificate or home university certificates including translations (if originals are not in English). You will need these to register and enrol on your course and to extend your visa in the UK.

One or two weeks before you leave for the UK:

- Have you organised money to bring with you? (see page 14)
- Do you know your airline's luggage allowance and have you packed accordingly?
- Have you got your documents for medical registration?
- Immunisation History Book
- UK Foreign and Commonwealth Office Visa Tuberculosis Screening Certificate (if required)

When you are packing:

- Have you packed all relevant original documentation or certified copies listed below?
 - INTO offer letter
 - Confirmation of Acceptance for Studies (CAS) statement
 - IELTS certificate or original English language test result
- Have you put the emergency telephone number into your mobile phone? (Contact your INTO Centre if you do not have the emergency number)
- If you are under 18: Have you got a letter of consent from your parent(s) confirming they are happy for you to study and live independently in the UK?



Before you arrive in the UK

Do I need a visa?

The majority of non-EEA nationals will require a visa in order to study in the UK, and the INTO Admissions Office will help you with this. The EEA comprises the countries of the European Union, plus Iceland, Liechtenstein and Norway. Most students on an academic course with INTO will need to apply for a Tier 4 (General) student visa.

What is a CAS?

Once you hold an unconditional offer and you have sent your signed acceptance forms and deposit to the Admissions Office, we will send you a CAS data sheet to check. This shows the details we will use to produce your Confirmation of Acceptance for Studies (CAS) statement. You will need to confirm these details are correct, or advise us of any changes. Once these details are confirmed your CAS will be produced (this usually takes two working days) and sent to you.

Applying for your visa

You can apply for your visa up to three months before your course start date. You must make sure you leave enough time to ensure your visa is issued and that you can arrive in the UK for the course start date.

Before applying for a visa please ensure that you:

- read the latest visa guidance: www.gov.uk/browse/visas-immigration/study-visas
- have sufficient funds in your account for the correct length of time (28 days or more)
- have submitted your tuberculosis (TB) certificate, if required (for a list of countries where this is required, please visit: www.gov.uk/tb-test-visa/overview)
- have the correct financial statements (for more details, please visit: www.intostudy.com/visa-maintenance-requirements)
- have the original copies of your documents/certificates as listed on your CAS statement
- have your original passport in date as per your CAS statement

IMPORTANT NOTE...

Remember that you will not be able to apply for your visa until you have been issued a CAS.

When you make your application you may be asked to undertake a visa credibility interview. The purpose of this interview is for the Home Office to check that you are a genuine student.

In the unlikely event that you change your mind, want to study at another institution, or you arrive after the published course start date, you must tell the INTO Admissions Office before you come to the UK. Any late arrivals or changes to courses or places of study must all be agreed with the Centre Director in advance.

Conditions of entry clearance

Once your visa has been issued, your passport will be stamped with your conditions of entry.

Please note that if you have already studied in the UK on a Tier 4 visa and are changing your education provider, you will need to have applied for a Tier 4 visa before you enrol on your new course with us.

Biometric residence permit

You will be issued with a biometric residence permit (BRP), which you will collect once you arrive in the UK. You will need to provide your biometric information as part of your visa application.

You will be asked to:

- have a digital photo taken of your face
- put your fingers on a glass screen to be scanned
- give your signature

If you applied for your visa from outside the UK, when your visa is granted, you'll be issued a 30-day vignette. The vignette is a sticker which includes your photograph and it will be stuck into your passport. It is valid for 30 days from the date you said you'd arrive in the UK. If you don't travel within those 30 days, you will have to apply for another vignette.

You will receive a decision letter which will advise you when your BRP will be available and where you can collect it from after your arrival in the UK. You will collect it from the address you gave when completing your BRP application. This will be either your INTO Centre or a local post office - for address details, please visit:

www.intostudy.com/uk/brp. You can also check your CAS statement for confirmation of where to collect your BRP from.

Booking your flight

You should arrange your flight(s) to ensure that you arrive on the Saturday or Sunday before your published course enrolment date. Your flight details, including arrival date and flight number, should be emailed to ukarrival.details@intoglobal.com as soon as possible.



FIND OUT MORE...

See our visa application advice and guidance on how you can prepare for a visa credibility interview:
www.intostudy.com/uk/visas

Before you arrive in the UK continued

Airport	Code	Centre(s)
London Gatwick	LGW	INTO City, University of London INTO University of Exeter
London Heathrow	LHR	INTO London Newcastle University London INTO UEA INTO University of Gloucestershire INTO St George's, University of London
London Stanstead	STN	INTO City, University of London INTO London Newcastle University London INTO St George's, University of London INTO UEA
Bristol International	BRS	INTO University of Exeter INTO University of Gloucestershire
Exeter International	EXT	INTO University of Exeter
Glasgow Prestwick	PIK	INTO GCU
Glasgow International	GLA	INTO GCU INTO University of Stirling
Edinburgh International	EDI	
Manchester International	MAN	INTO Manchester (including the University of Manchester and Manchester Metropolitan University pathways)
Newcastle International	NCL	INTO Newcastle University
Belfast International	BFS	INTO Queen's University Belfast
Belfast City	BHD	
Norwich International	NWI	INTO UEA
Birmingham International	BHX	INTO University of Gloucestershire

Airports

This table shows the recommended arrival airport(s), and the airport(s) we offer an INTO airport pickup service from, for each centre.

Making your own travel arrangements

If you have not opted for an airport pickup, or if you will be arriving at an airport that we do not offer a pickup from, you should make your own onward travel arrangements. We recommend that you research and plan the journey to your Centre or accommodation before you arrive in the UK.

The following websites may be helpful sources of information for planning your journey using public transport:

National Express: information about coach journeys and fares throughout the UK.
www.nationalexpress.com

National Rail Enquiries: information about stations, train times, and fares across England, Wales and Scotland. www.nationalrail.co.uk

Scottish Citylink: information about coach journeys and fares within Scotland.
www.citylink.co.uk

Translink: information about bus and rail stations, timetables and fares across Northern Ireland. www.translink.co.uk



Arrival details form

All students **MUST** complete **BOTH** pages of this arrival details form and return it at least one week before your course start date by email: ukarrival.details@intoglobal.com or by post: INTO Admissions Office, One Gloucester Place, Brighton, East Sussex, BN1 4AA.

An online version is available at www.intostudy.com/uk/arrival-form

Section 1

Personal details

Family name (surname)

Other/given names (first name)

Email address

Mobile phone number

Application ID number (please refer to offer letter)

INTO Centre

Section 2

Arrival details

Country flight departs from

Date of flight arrival in the UK

Time of flight arrival (24 hour clock) 00.00

Arrival airport

Terminal

Flight number

Name of airline

Connecting flight details, if you are not flying directly

Country flight departs from

Date of flight arrival

Time of flight arrival (24 hour clock) 00.00

Arrival airport

Terminal

Flight number

Name of airline



Arrival details form

continued

Section 3 (compulsory)

Please tick one of the following boxes to show whether you would like a taxi to meet you at your UK arrival airport and take you to your accommodation. If you require a taxi then we must receive this form one week before your flight arrives in the UK. If no box is ticked we will assume that no taxi is required.

I require an airport pickup from the following airport (please specify airport name)

I do not require an airport pickup
(if you will be under 18 years of age, you **MUST** complete Section 4 of this form)

Any special requirements

Please make sure that you book a flight which arrives on the weekend before your course start date. If on arrival you require a taxi to meet you and will be staying in a hotel or other accommodation not arranged by INTO, please provide the address or we will be unable to book a taxi.

If you are organising your own transfer from the airport

Arrival date at the INTO Centre

Accommodation/Centre

Arrival time at the INTO Centre (am/pm)

Section 4

If you will be **under 18** on arrival and do not require INTO to meet you at the airport and arrange a pickup then the following section **MUST** be completed

Name of person meeting the student

Address of person meeting the student

Mobile telephone number

Name of parent

Signature of parent

Date



Preparing for the UK

What should I pack?

Only as much as you can carry!

Most airlines allow 20-23 kg of checked luggage and there are strict size and weight restrictions now on all hand luggage.

For your new home

If you have chosen to live in an INTO student residence you'll be provided with a bedding pack when you arrive. This will include a single duvet and cover, pillow and pillow case, a sheet and a mattress protector.

It is nice to bring some items for your room that will remind you of home, to help you to settle in. You won't need to bring food as a wide variety of foods from around the world can be found locally.

Clothes

The weather in the UK can be very variable. The warmest weather is between May and September. Bring a selection of light clothes that you can wear in layers, as well as some warm outer clothing and a waterproof coat or umbrella.

Students in the UK usually dress informally for class. You may want to bring a smart outfit with you for more formal occasions, as well as a national costume for international events.

Shipping items

It can often be cheaper to buy items in the UK. You can ship extra belongings to the Centre by sea or air, but you must arrive before your packages as we cannot store them for you. Be sure to insure your belongings against damages.

Electricity

The electricity supply in the UK is 230 volts with a frequency of 50 hertz. Ensure your appliances are connected to a plug fitted with a fuse of the correct rating, or that you bring the correct three-pin adapter.

What should I carry in my hand luggage?

- A copy of this guide!
- Valid passport and visa.
- Copies of the documents you used to apply for your visa, including your bank statement.
- Details of your UK address.
- Evidence of funding for your tuition fees and living costs, including sponsor letter if appropriate.
- Money for the first month - around £500.
- Health certificates, including vaccination records, plus x-ray reports if necessary.
- Any insurance documents.
- Any valuable items.

Don't bring any sharp objects, liquids or gels in your hand luggage as they will be confiscated by airport security. Details of all prohibited items, including food items, can be found online at: www.gov.uk/duty-free-goods



FIND OUT MORE...

What should I bring from home?
www.myin.to/packingchecklist



Your arrival

Completing your landing card

If you do not hold a UK passport, or one issued by another country in the EU, EEA or Switzerland, you will need to complete a landing card. You will normally be given a landing card to complete during your flight but they will also be available before passport control once you arrive in the UK.

On the landing card you will need to provide your:

- flight number and city and/or country you flew from
- family and given names
- birth details and gender
- nationality and occupation ('student' is acceptable)
- full contact address while you are in the UK, including the postcode
- signature

Meeting immigration staff at the airport

When you arrive at a UK airport, you should be prepared to answer some questions, such as:

- Why are you coming to the UK?
- Where and what course are you studying?
- Where will you live during your studies?
- Do you have a CAS?
- How are you going to fund your studies?

You may be asked to undergo a brief, routine health check by the airport doctor, which might include an x-ray. The health check will take place in a separate room.

Very few INTO students have problems at immigration. If you do have a problem please contact the Student Services team or phone the emergency contact number.

To find out more:

We advise that you check these websites regularly for up-to-date and accurate information.

UK government:

www.gov.uk/uk-border-control

UKCISA (Council for International Student Affairs) advice for international students:

www.ukcisa.org.uk

Airport pickup

Many students worry about how they will get from the airport to their accommodation. Our airport pickup service gives you peace of mind that the journey to your INTO accommodation will be easy and uncomplicated. We'll arrange for you to be met at an agreed arrival airport (see page 6) and brought to your INTO accommodation. If on arrival at the airport you are unable to find your pickup, don't worry! Just call your Centre's 24 hour emergency helpline. You'll find this telephone number on your airport pickup confirmation email.

If you are under the age of 18 when you arrive you **must** either book an INTO airport pickup or provide evidence of suitable alternative travel arrangements.

Please note: the airport pickup service has an additional cost and must be booked in advance using the arrival details form (see pages 7-8).

Keep in touch

It is a requirement of your Tier 4 visa to let the Student Services team in the Centre know if there are any changes to your personal details.

Collecting your biometric residency permit

When you arrive in the UK you must collect your BRP before your 30-day vignette expires or within 10 days of arrival, whichever is later. You will collect it from either the INTO Centre or the local post office - check your CAS statement for confirmation of where to collect your BRP from.

You must bring your passport or travel document with your vignette when you collect your BRP. You should also bring your decision letter.

You may not be able to study or your leave can be cancelled if you don't pick up your BRP within 10 days of your arrival in the UK.

The BRP is your visa to be in the UK. If you lose it, you must inform INTO immediately and we will help you request a new one.

For more information, visit:

www.gov.uk/biometric-residence-permits

TOP TIP...

If you have any questions about collecting your BRP, speak to a member of INTO staff when you register at the Centre.

Your arrival continued

Registering with the police

You may be required to register with the police within seven days of arriving into the UK. Staff at the Centre can help you to make an appointment to register with the police once you arrive.

If you need to register with the police, you should take the following with you:

- your passport and entry visa vignette
- your biometric residence permit (BRP), if you have one
- proof of UK address (utility bill or accommodation contract)
- proof of studies (letter confirming you are a student at the INTO Centre)
- two passport-sized photos of yourself
- your registration fee (currently £34)

For more details, visit:

www.gov.uk/register-with-the-police

Take tips from our video:

www.myin.to/police/registry

Do I need to register with the police?

You will need to register with the police if you are from one of the countries listed below.

Afghanistan	Lebanon
Algeria	Libya
Argentina	Moldova
Armenia	Morocco
Azerbaijan	North Korea
Bahrain	Oman
Belarus	Palestine
Bolivia	Peru
Brazil	Qatar
China	Russia
Colombia	Saudi Arabia
Cuba	Sudan
Egypt	Syria
Georgia	Tajikistan
Iran	Tunisia
Iraq	Turkey
Israel	Turkmenistan
Jordan	United Arab Emirates
Kazakhstan	Ukraine
Kuwait	Uzbekistan
Kyrgyzstan	Yemen

TOP TIP...

Keep a photocopy of the following items in a safe place:

- passport - both the identification and visa page
- credit card and insurance details
- copy of your travel tickets
- serial number of any valuable items, such as camera, laptop etc



On your first day

Registering on your course

You will be expected to be present at 9am on your first day. You will find the details of where you need to go to register on your Confirmation of Offer letter.

If you have not paid your full tuition and accommodation fees, you will need to do so before you are able to register. If you have been requested to arrive on the Saturday before your course begins, some facilities will be available to you on the Sunday; please check with the Centre for more details.

You will need to bring the following documentation with you on your first day:

- passport/identity card and visa
- all payment receipts or fees if not already paid; please also bring the Statement of Account from your confirmation pack
- academic transcripts (original and translated into English) and certificates (original)
- evidence of English proficiency (original)
- Confirmation of Offer letter
- up-to-date address for home country and next of kin details
- contact details for your UK residence, including mobile telephone number

English language testing

Upon arrival you will take an English language test. We will look at your results from this test to place you in the correct English class for your language level. If the results of your test show clear evidence that your English language level is lower than stated in your application, you will be advised of your options.

Orientation programme

When you arrive on your first day you will be given details of your orientation programme. The orientation programme is very important and you should attend all sessions. You will receive lots of practical information, advice and support from our dedicated Student Services team on topics such as registering with a doctor, opening a bank account, personal safety, part-time work or volunteering, places of worship in or close to the Centre, and visa and immigration issues.

You will also be given a tour of the INTO Centre as well as the university campus and the city, and there will be social and cultural activities to help you settle in and make new friends.



FIND OUT MORE...

[www.myin.to/
enrolmentchecklist](http://www.myin.to/enrolmentchecklist)



Managing your money

Bringing money to the UK

You should bring enough money to live on for the first few weeks in the UK. However, please do not bring large amounts of cash with you. Free-to-use ATMs, also known as 'cash points' are readily available.

Currency

The pound sterling, commonly known as the pound (£), is the currency in the UK. Each pound is subdivided into 100 pence (or p). The pictures here will help you to familiarise yourself with the bank notes and coins we use in the UK.

You can exchange currency at most banks, travel agents and some shops. Places where you can exchange currency are called Bureau de Change.

Evidence of your money

If you are on a Tier 4 visa you will already have shown your financial status when applying for your visa. Students on a Short Term Study Visa or Short Term Study Visa (11 months) must produce evidence of money to pay fees and living costs, if any, at UK immigration.

You must show evidence that you:

- have paid all or part of your course fees and (if relevant) accommodation fees to your Tier 4 sponsor;
and/or
- are receiving official financial sponsorship;
and/or
- have enough money to cover your remaining course fees and living costs, if any



£50 note



£20 note



£10 note



£5 note



£2 coin



£1 coin



50p coin



20p coin



10p coin



5p coin



2p coin



1p coin

Opening a UK bank account

Staff at the Centre will tell you which banking providers have a local branch. When you have decided which provider to bank with, you'll need to arrange an appointment with them to open an account. At this appointment you will need:

- your passport
- proof you are a student - we will issue you with an official bank letter after registration
- proof of your UK address

You will usually receive your bank card up to two weeks after your appointment.

If you bring a banker's draft in pounds sterling with you (payable to yourself) or arrange for it to be sent, you can open a bank account after you have registered on your course.

For more information about opening a bank account, visit: www.ukcisa.org.uk

Transferring money

Electronic transfer is usually the easiest way to send and receive money. Once you have an account in the UK you can talk to your bank about the best way to transfer money. Make sure you check with both banks what charges there will be and how long it will take before arranging any transfers.



FIND OUT MORE...

www.intostudy.com/uk/banking



Paying your fees

Payment of INTO fees

If on arrival you have any outstanding fees, you will be expected to make payment of these during your first week. You will not be able to fully register and begin your course until all of your fees have been paid.

If you are sponsored by an Embassy or Company, you must provide a financial guarantee in your first week. There may be costs that are not covered by the sponsor, for example book, lab, or accommodation fees, so you should be prepared to make these payments during your induction week.

If you have any questions or concerns about payment of fees, contact UK Central Admissions as soon as possible.

Requesting an invoice

You will be sent an invoice, called a Statement of Account, with your confirmation pack. This will list all of your fees, the due date(s) and, where payment has been made, the date of receipt.

If you would like an updated Statement of Account before you arrive in the UK, you can request this by contacting UK Central Admissions.

After you arrive, you can request a Statement of Account at any time from the Centre finance office.



FOR MORE INFORMATION...

Contact UK Central Admissions:
ukes@intoglobal.com or
+44 (0)1273 876040



Top tips from our students



“It’s important for new students to join the induction week as this is when you have the biggest opportunity to make friends and find out about social events.”

Bo Bo Ko Lay, Myanmar



2015 Completed **International Foundation** and progressed to **Civil Engineering** at **Queen’s University Belfast**

“You must remember to bring a printed version of your CAS. It’s very important for the first week.”

Faisal, Bangladesh



2015 Completed **International Foundation** and progressed to **Petroleum Engineering** at **The University of Manchester**



“Don’t be shy to ask questions. The teachers and staff are all very friendly and are always there to help you.”

Mingxi, China



2013 Completed **International Foundation**
2016 Graduated with **BA (Hons) Media Studies** from **UEA**



Health

Before you travel to the UK

It is advisable to have a health check before you leave your home country. Depending on your country of residence, you may also be required to have a specific tuberculosis (TB) test as part of your visa application. When you arrive in the UK you may be asked to provide health certificates detailing your vaccinations, so carry these documents in your hand luggage in case you need to show them at UK immigration.

Find out more at:

www.gov.uk/apply-uk-visa

Your medical history

If you are currently receiving any medical treatment/have glasses or contact lenses, we advise you to bring your current prescriptions and a doctor's report in English summarising your medical history.

Medication

You should bring enough medication to last you the first term. It is important to bring your medication in its original packaging, as this will help the doctors to know what you are taking and is also useful for customs officers.

Health services in the UK

You will be entitled to free treatment from the UK's National Health Service (NHS) if you:

- are coming to the UK for 6 months or less;
- **or**
- have paid the Immigration Health Surcharge (IHS) for your current period of immigration permission;
- **or**
- are from a country which is part of the European Union

For those entitled to NHS treatment medical care is free with the exception of:

- prescriptions
- dental treatment
- eye tests, glasses and contact lenses
- immunisations

All you have to do is register with a local General Medical Practitioner (GP) when you arrive at the Centre. We recommend that all students do this as soon as possible, or your insurance policy may not be valid. Details of how to register with the nearest GP will be available as part of your orientation programme and from the Centre reception desk.

Private health insurance

Full travel, medical and health insurance is mandatory for all INTO students. Unless proof of suitable insurance is provided during the application process, Uniplan Insurance will automatically be added to your course fees.

Smoking

Smoking in the UK is not allowed in enclosed public spaces, as well as some outdoor public spaces, such as bus stops and train stations. You may be fined if you smoke in these places, or anywhere else displaying a 'No smoking' sign.

Personal safety

The UK is a safe place to study and live in. In your first week at the Centre you will be given lots of information about the local area to help you feel safe and secure in your environment. You'll also be given some advice about the simple steps that you can take to keep yourself and your possessions safe.

For practical tips from the British Council on how to keep safe during your studies, please visit: www.educationuk.org/safety

Any concerns?

We want to ensure that we provide all of our students with a welcoming and accessible environment. If you see or hear anything that concerns you, please report it to the reception desk and we will ensure that it is dealt with immediately.



Videos

- Life as an international student
- Meet INTO staff and teachers
- Studying in the UK
- How to prepare for your first week
- ...and many more!

www.youtube.com/user/intotv



INTO Study blog

- Student stories
- How to make friends
- Revision and exam tips
- Study skills and how to be successful
- CV and career advice

blog.intostudy.com



www.intostudy.com/uk



www.facebook.com/intostudy



www.twitter.com/intostudy



www.youtube.com/user/intotv



www.instagram.com/intostudy

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INTO

Through innovative partnerships with leading universities, we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.