Pre-departure Guide for International Students 2017
Your arrival checklist

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Need help?
If you are uncertain about what to do, have any worries in the first few weeks of term or want advice before you come to Cardiff, we will be very happy to help you.

International Office
Email: international@cardiff.ac.uk
Tel: +44 (0) 2920 87 4432
Campus map ref: 60.

International students arrival website
For full updated information you should regularly visit the website: www.cardiff.ac.uk/new-students
Hello and Welcome

We are delighted that you have decided to study at Cardiff University and look forward to you joining us soon.

We know that you will have many things to arrange before you come to Cardiff and it is sometimes difficult to know where to start. We hope that this Guide will help you in your preparations and give you an idea of what to expect when you arrive.

This Guide also contains contact details of many people who will be able to offer you help and support throughout your studies. Please feel free to contact any of them now or drop in and see them once you are in Cardiff - they are there to help you.

We look forward to meeting you!

The Cardiff University International Office Team

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To study at Cardiff University you must hold a valid visa which entitles you to study at this University.

- If you are currently in the UK on a Tier 4 (General) Student visa for another University or College, then you must make an application for a new Tier 4 visa before you enrol at Cardiff University. You can only do so in the UK if you have successfully completed your previous course.

- If you are currently in your home country, you must make an application for “entry clearance” or for a Tier 4 (General) student visa at the British Embassy closest to where you live.

You should wait until you have obtained your successful visa decision letter and vignette in your passport, before you book any non-refundable travel tickets.

I already have student immigration permission for the UK that is still valid. Do I really need to apply again?

In most cases, yes. For example: if you were previously studying at another UK University or College, you will need to apply for a new Tier 4 (General) Student visa for your new course at Cardiff before you enrol at Cardiff University. Even if your existing visa remains valid, it is often more straightforward to apply for a new Tier 4 (General) Student visa for your new course before you travel to the UK. Your situation and intentions will be clearer to UK Immigration officials at the airport, and you will not need to make a visa extension application to start your course once you are back in the UK, which can be expensive and time-consuming. You may also not be able to extend your Tier 4 visa from within the UK. You can only do so if you have successfully completed your previous course and your new course represents academic progress from the previous one.

If you have an existing visa for the UK and are not sure about whether you need to apply for a new visa, please contact us for immigration advice at: international@cardiff.ac.uk

I am currently in the UK. Who can help me apply for my Cardiff University Tier 4 (General) Student visa?

The International Student Support Team at Cardiff University can help you through the visa extension process. For more information see: www.cardiff.ac.uk/studentsupport

We strongly recommend that you get help from the International Student Support team and that you book an appointment to see an International Student Advisor to discuss your visa application.

Tel: 02920 874610
Email: iss@cardiff.ac.uk

If you are in the UK, the immigration advice in this guide is not relevant for you, so make sure you contact the International Student Support Team at Cardiff University for advice and help on your student visa extension.

I am currently in my home country. Who can help me apply for my Cardiff University Tier 4 (General) Student visa?

Find out if there is an Educational Advisor or Agent in your country who will be able to help you apply for your student visa. See www.cardiff.ac.uk/international

Please note that there may be a charge for this service.
Most international students need to apply for a Tier 4 (General) student visa.

Even if you are 16 or 17 years old you must apply for a Tier 4 (General) student visa and not a Tier 4 (Child) student visa.

If you are coming to study an English language course that is a maximum of 11 months, or a degree course for a maximum of six months, you may hear that you can come to the UK on a “Short Term Study visa” instead of a Tier 4 (General) student visa. If you choose to come as a “short term student”, you will be much more restricted than if you apply for a Tier 4 (General) student visa. You will not be allowed to do any paid or voluntary work (even if it is part of a course) and you cannot extend your stay in the UK or bring your family with you. For these reasons, it is not usually appropriate to come to the UK on a “Short Term Study visa”. We recommend that you apply for a Tier 4 (General) Student visa.

Who should apply for a Short Term Study Visa?

_1_ Students studying on distance learning courses who need to come to Cardiff University for an examination or to attend a short course of less than six months and do not want to work in the UK.

_2_ Study Abroad/International Exchange Students enrolled on a degree course in their own home country coming to the Cardiff University for six months to do research, or study on a degree course.

_3_ Students studying on the English for University Study Programme at Cardiff University who do not want to work in the UK.

Please note that students who are studying on a Short Term Study visa are unable to bring dependants, due to the conditions of this visa. This visa also cannot be extended in the UK.

If you want to find out about coming to the UK on a Short Term Study visa, see: https://www.gov.uk/study-visit-visa

Before you apply for your visa

We strongly recommend that you read UKCISA web pages on ‘Applying for Tier 4 (General) visa’ - www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Making-a-Tier-4-General-application-outside-the-uk. You should also check the UK Visas and Immigration (UKVI) website: https://www.gov.uk/tier-4-general-visa/overview

How long will it take?

Applying for your visa is likely to take around two months, so you must start the process early. For information on visa processing times see: https://www.gov.uk/visa-processing-times

When can I apply for my Tier 4 (General) Student visa?

You can apply for your Tier 4 (General) Student visa up to three months before the start date of your course.

Keep up to date with changes to the immigration rules

All the advice in this guide was correct when it was published in May 2017. However, UK immigration law changes regularly. Please make sure that you have the most up-to-date information by checking the following website: https://www.gov.uk/tier-4-general-visa

You should apply for your visa as soon as you have all the required information and documentation. It can often take longer than you think.
What documents do I need to apply for my Tier 4 (General) Student visa?

To apply for a Tier 4 (General) Student visa you will need the following:

1. **Valid Passport**
   You will need to submit your passport with your student visa application. Check that it is not about to expire!

2. **Passport Photograph**
   Two passport-sized colour photographs, not more than one month old. The photographs you provide with your application must be in a specific format. If they aren’t, your visa application will be rejected by the immigration officials. For more information see: www.gov.uk/photos-for-passports

3. **ATAS Certificate (if applicable)**
   You must obtain an Academic Technology Approval Scheme (ATAS) clearance certificate if you are coming to Cardiff for a postgraduate research or taught postgraduate course in certain science, engineering or technology subjects in the areas listed by the Academic Technology Approval Scheme (ATAS). If you require an ATAS certificate, it will state this in your offer letter/email that you receive from Cardiff University. For more information see: www.fco.gov.uk/atas
   The ATAS certificate is issued by the UK Government and gives security clearance to study certain subjects where the knowledge gained may be used in the development or delivery of weapons of mass destruction.
   You must have your ATAS clearance certificate before you apply for your Tier 4 (General) Student visa. It can take two months to get this, so you must apply early. For more information see: www.cardiff.ac.uk/visas

All documents that you are submitting with your visa application must be original. If any of your original documents are not in English, the original documents must be accompanied by a full translation that can be independently verified by the Immigration Officer. The original translation must contain:
- confirmation from the translator or translation company that it is an accurate translation of the original document;
- the date of the translation;
- the full name and original signature of the translator or of an authorised official of the translation company; and
- the translator or translation company’s contact details and the company’s credentials.

To find a professional translator who is able to provide official certified translations contact the British Council in your country: www.britishcouncil.org.uk or if there is a local education advisor in your country, they will be able to direct you to a professional translator.
If your country is not listed above but you are from the Indian Subcontinent, Africa or countries that have TB, we recommend that you have an up-to-date chest X-ray certificate and medical report that is less than three months old. If you do not have this information you may have to have a chest X-ray and medical examination before you are allowed to pass through immigration at a UK airport.

Your CAS number
This is your unique reference number emailed to you by Cardiff University which you need to include on your Tier 4 (General) Student visa application form. You will need to show that you have achieved a total of 40 points as part of your visa application. Providing a valid Confirmation of Acceptance for Studies (CAS) number will provide you with 30 points. While the remaining 10 points can be shown by satisfying the financial requirements, as explained below.

To get your CAS email from Cardiff University you must have:
- passed all your exams and sent the University copies of your qualifications or transcripts (see below)
- firmly accepted an unconditional offer for a course at Cardiff University
- checked that all the information on your CAS email is correct (see below).

If you still have a conditional offer to study at Cardiff University and need help or advice on up-loading and sending your qualifications to the University - please contact the International Office at the following email address: international@cardiff.ac.uk

Your CAS email will include your personal details, Cardiff University licence number: NB00C74WCH and address, your qualifications that you have shown Cardiff University to gain entry onto your course and details of your course.

Your CAS must not be more than six months old when you apply for your student visa. If you use it after this date, your visa application will be refused.

CHECK YOUR CAS EMAIL!
You will receive an email from Cardiff University asking you to log in to your SIMS online record and check that all the information in the CAS email is correct. Make sure that you check this carefully, for example, your name must be exactly the same as it appears on your passport.

Also check that your passport number, qualifications, and the details of the course you will study, including course duration, are all correct, and any payments that you have made to the University are recorded in the CAS correctly.

If you require any changes, or have any questions at this stage, please contact the CAS team via email at cas@cardiff.ac.uk or via ASK Cardiff at https://ask.cardiff.ac.uk

To find out more details about the TB test see: https://www.gov.uk/tb-test-visa/overview
### How do I apply for my Tier 4 (General) Student visa from my home country?

1. **Apply for a place at Cardiff University, send copies of your qualifications or transcripts to Cardiff University and receive an unconditional offer**

2. **Accept your unconditional offer to study at Cardiff University**

3. **Apply for your ATAS clearance certificate (if applicable)**

4. **Check that all the information on your CAS email is correct via your SIMS online account. If you require any amendments or have any questions at this time, please contact the CAS team via email at: cas@cardiff.ac.uk or via ASK Cardiff at: https://ask.cardiff.ac.uk**

5. **Obtain the Confirmation of Acceptance for Studies (CAS) email with your unique CAS number assigned by UKVI, from Cardiff University**

6. **Check the visa process in your country of residence and the visa processing times**

7. **Take the TB test and obtain TB certificate (if applicable)**

8. **Check that you have enough money to meet the maintenance and tuition fee requirements for Tier 4 visa** *(see p9 for financial requirements)*

9. **Check that you have all your ORIGINAL transcripts/exam certificates listed in the CAS email** *(see p4 – “what documents do I need for my tier 4 student visa”)*

10. **Apply online**
ONLINE APPLICATIONS

Complete application forms online, pay application fee and NHS surcharge (or complete for VAF9 in North Korea)

Book your appointment at Visa Application Centre (if appointment is required)

Attend Visa Application Centre appointment. Here you will submit biometric details, attend a credibility interview if invited, submit your signed application form and all supporting documents, and pay the fee (if not paid already)

Entry clearance for initial 30 days is granted/refused by UK Visas and Immigration (UKVI) – Please contact International Office as soon as possible if refused at: international@cardiff.ac.uk

UKVI/Immigration Officials return documents and passport to you by post or you collect them

Check that all the details on your visa decision letter and vignette are correct – check that the study information and personal details are correct

Buy your plane tickets to the UK to arrive in mid September (make use of Cardiff University’s free airport pick up service from Heathrow/Cardiff airports)

Travel to the UK on or after the “valid from” date on your visa

Collect your Biometric Residence Permit (BRP) card within 10 days of arriving in the UK at a local Post Office or at Cardiff University, whichever is stated on your decision letter from the UKVI. Further details about this procedure and how it will affect your enrolment process will appear on our website as soon as possible, within the following pages: www.cardiff.ac.uk/new-students
Am I a low risk national and if so what does this mean?
Those considered low risk nationals do not initially need to provide their academic qualification documents or evidence of money to cover course fees and maintenance. However, the Immigration Officials at UKVI can request all your exam certificates/transcripts and financial evidence at any time and will refuse your visa application unless you submit all your documents by the date requested. Therefore you must be prepared to submit them to UKVI with your visa application or on request just in case.

To be considered a low risk national, you must be applying from your country of nationality and hold a passport for British National (Overseas), Hong Kong or Taiwan, or be a national of one of the following countries:

- Argentina
- Australia
- Barbados
- Botswana
- Brunei
- Canada
- Chile
- Japan
- Malaysia
- New Zealand
- Oman
- Qatar
- Singapore
- South Korea
- Trinidad and Tobago
- United States
- UAE

Am I a low risk national and if so what does this mean?

How long can I come to the UK for?
Should your visa application be successful, you will initially receive a visa for a 30 day period to allow you to travel to the UK. This visa will be in the form of an acceptance letter and a vignette in your passport, which will cover the travel period that you have included in your application. You will then need to collect your Biometric Residence Permit (BRP) card within 10 days of arriving in the UK, this will act as your visa for the duration of your course.

Advice about the correct period of leave that you should receive for the different programmes at Cardiff University can be provided by International Student Support:
www.cardiff.ac.uk/studentsupport

Can my family come to the UK to help me during my first few days in Cardiff?
If your parents, or any other family member, will be accompanying you to Cardiff for a few days to help you settle into your new life, they will need to obtain a standard visitor visa. For more information on applying for a visitor visa see:
www.cardiff.ac.uk/visas

Can my family live with me in the UK during my studies at Cardiff?
Please see guidance on page 48 if you are bringing your family to settle with you in Cardiff during your studies.

When can I come to the UK?
You will be able to come to the UK up to one month before your course start date if you are coming to study a course that is 6 months or more (undergraduate or postgraduate) or for a pre-sessional English language course of less than 6 months. You will be required to state your intended travel date within your visa application and will then receive a letter and vignette which will usually allow you to travel to the UK 30 days from this date onwards. You will then be required to collect your Biometric Residence Permit card within 10 days of arriving in the UK.

You will only be able to come to the UK up to seven days before the course start date if you are coming for a course that is less than 6 months and is not a pre-sessional English Language course. Your course start date is shown on your CAS email.

What are the visa rules and responsibilities?
It is important that you understand your responsibilities as an international student and comply with the immigration regulations during your stay in the UK in order to protect your immigration status. The University also has responsibilities as a licensed sponsor. You can find out more about the visa rules and responsibilities on the following website:
www.cardiff.ac.uk/visas

For more information on when to arrive see page 20.
Financial Requirements for your Visa

How much money do I need to show for my Tier 4 (General) Student visa?

You need enough money to cover your:

_1 Tuition fees for your first academic year.
_2 Living expenses. If the length of your course is nine months or more (all undergraduate and postgraduate courses) you will need to show £9,135. If the length of the course is less than nine months you will need to show £1,015 for each month of the course.

You will need to have held the money for at least a 28 consecutive day period ending no more than 31 days before the date you submit your visa application.

The total amount of money held must not fall below the required amount at any point during this period. The closing balance of the statement must also not fall below the required amount.

What documents should I provide as proof that I meet the financial (maintenance) requirements?

UK Visas and Immigration (UKVI) are very specific about the financial documents they accept as proof that you meet the maintenance requirements. These include:

_1 Bank statements or letter from the bank showing you have cash in a personal bank account in your name, or in the name of your parent(s) or legal guardian
_2 Bank statements or letter from the bank from a joint account with a friend or relative
_3 A government or educational loan in your name
_4 Official financial or government sponsorship.

Bank statement from your personal or your parents’ bank account

The money that you use, must consist of cash funds in current or a savings account and available to you. Other accounts such as shares, bonds, overdrafts, credit cards and pension funds are not acceptable. If funds are not in your name you can use your parents’ bank account. Please note it is only your parents’ money you can use instead of your own – you cannot use other relatives or friends accounts. Additional documents are required if you use parental bank statements. See page 10.

Financial Institutions that the UKVI do not deem satisfactory

Your visa application will not be successful if your money is held in a financial institution which UKVI view as untrustworthy. UKVI have identified a list of financial institutions in India, Ghana, Bangladesh, Pakistan, Iran, Philippines, Sri Lanka and Cameroon that do not satisfactorily verify financial statements. UKVI often change this list, so please check to see if your bank is viewed as an unsatisfactory financial institution: https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions
Bank account documents required for visa applications

You must provide one of the following documents:

Your original personal bank statement or your parent(s) original bank statements must show that sufficient funds have been held for at least a consecutive 28 day period and that period ends with the closing balance shown on the statement.

The date of the closing balance on your bank statement must be no more than 31 days before the date you submit your visa application.

The bank statement must show:
- your name or the name of your parent(s) or legal guardian
- the account number
- date of statement
- the name and logo of the bank
- amount of money available.

You can use electronic bank statements if they contain all of the details listed above and you also provide a supporting letter from your bank on company headed paper, confirming the authenticity of the statements provided.

Alternatively an electronic bank statement is acceptable as proof of money held in your account, if each and every page of the electronic statement has your bank’s official stamp. UKVI will not accept bank statements which show the balance in the account on a particular day because these documents do not show that you had held enough funds for the full 28 day period needed.

If you are relying on money held by your parents or legal guardians, you must also provide the following:
- Original legal document (or a notarised copy) stating your relationship to them. This would be either your birth certificate or certificate of adoption or court document stating the name of your legal guardian.
- Original signed and dated letter from your parent(s) or legal guardian which confirms your relationship and that they have given their consent to the money being available to you to study in the UK.

Bank statements from a joint bank account are acceptable as long as you are named as one of the account holders.

A bank letter
You can also use a bank letter, or letter from a regulated financial institution to show you have money available for your visa application.

This letter must show that you have held the money for a consecutive 28 day period ending no more than 31 days before the date you submit your student visa application. It must contain the following:
- your name or your parents/legal guardian’s name
- the account number
- the date of the letter
- the financial institutions name and logo
- the money in your account
- that there is enough money in the account (to cover your course fees and living costs).

Please see the following weblink for further information about these requirements: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/477366/T4_Migrant_Guidance_Nov_V1_0.pdf

If you are using overseas bank account, you must write the closing balance in UK pounds sterling on your application form. UKVI will use the official exchange rate on the OANDA website: www.oanda.com/currency/converter/. UKVI will base the exchange rate for your country’s currency on the date of your visa application.
If you are an American student who is applying for a US Federal loan, you will need to submit a “Notification of Student Loan” letter with your visa application. For more details on how to apply for your Federal Aid Loan see: www.cardiff.ac.uk/USA

What evidence do I need from my Official Financial or Government Sponsor?
UKVI define an official sponsor as:
- Your country’s government or the UK government
- British Council
- Any international organisation
- Any international company
- Any University

If your “official financial sponsor” is paying all your tuition fees and living expenses, you do not have to provide separate evidence of your own savings. If the details of your official financial sponsorship are included on your CAS you do not need to provide any other documentation. Otherwise, you must provide a letter confirming that your sponsor will pay all your tuition fees and living expenses. The letter must not be more than six months old.

The letter must be on official letter headed paper and show:
- Your name
- The date
- Name and contact details of your official financial sponsor
- Length of your sponsorship (start and end date)
- The amount of money they will give you or a statement confirming that they will cover all your tuition fees and living expenses
- The official stamp of the organisation

If your sponsor only pays some of your costs, you will need a letter from them (as above) and proof that you have enough money yourself to meet the rest of the maintenance requirement (e.g. personal bank statements).
Deductions to financial requirements

Can I make a deduction if I have paid some of my course fees, or fees for University accommodation?

Yes, you can deduct the following from the total amount of money you need:

- The amount you have paid towards course fees and
- Up to a maximum of £1,265 paid towards your future Cardiff University residences fees.

Please note, that it is not necessary to pay any residences fees (except for the £200 postgraduate deposit) until you arrive in Cardiff.

You cannot deduct anything for accommodation fees if you have arranged the accommodation yourself (in other words, private accommodation that is not part of Cardiff University).

If you pay all or some of your tuition fees to Cardiff University Finance Office before you receive your CAS email, then the amount you have paid for your tuition fees will be notified directly to the UKVI and recorded in this CAS email. However, please note that any payments made by bank transfer can take around ten working days to appear in the Cardiff University account, so will not be able to be confirmed within the CAS statement immediately.

Documents needed to show you have already paid money to Cardiff University

We do not recommend that you pay any fees between receiving your CAS email and applying for your visa. If you wish to do so however you can request that your CAS statement is updated. Please note that this could result in a delay of two weeks or more.

If any money you have paid for tuition fees or University residences fees is not shown on the CAS email, then you must provide original paper receipts from the University when you submit your student visa application. Online receipts are NOT acceptable and will be ignored by the Immigration Officer.

Where do I obtain a receipt after I have paid tuition/residences fees?

To obtain your tuition fees receipt contact the Finance Office

Email: fees@cardiff.ac.uk
Tel: +44 (0) 29 2087 4339 or +44 (0) 29 2087 4167

To obtain a receipt for University residences fees contact the Residences Finance Office

Email: residencesfinance@cardiff.ac.uk
Tel: +44 (0) 29 2087 5239 or 4662
Fax: +44 (0) 29 2087 4661

More information on paying your fees is available on page 26.
Registering with the police

Do I need to register with the police?

If you are from one of the following countries and are issued with a visa for longer than six months you will need to register with the police within seven days of your arrival in the UK:

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

How do I register with the police?

Police officers will be at the University on the week commencing Monday 19 September, so you can make an appointment to register with them when you arrive in Cardiff.

What documents do I need to prepare for my police registration appointment?

If this is the first time you will be registering with the police in the UK, make sure you download the questionnaire see: www.cardiff.ac.uk/for/resource/2903.14831.file.eng.pdf

You must take the following with you to your appointment:

- Your passport
- Two passport-sized photographs
- Your Cardiff University student ID card (you will be issued this at your enrolment)
- Registration fee of £34 in cash (if you are a student sponsored by the British Council you will have this fee refunded)
- A completed police registration questionnaire

I have previously studied in the UK and already have a Police Registration Certificate – do I need to renew my certificate?

Yes, you must make an appointment with the police to renew your certificate. If you have never registered with the police in Cardiff before, then you must also complete the police registration questionnaire and take it to your appointment.

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<tr>
<th>What’s changed</th>
<th>What documents/evidence required</th>
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<tbody>
<tr>
<td>Change of address</td>
<td>University Accommodation + Residence card only</td>
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<tr>
<td></td>
<td>Private Accommodation = tenancy agreement, or accommodation contract,</td>
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<td></td>
<td>or gas/electric/water bill that shows your new address</td>
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<tr>
<td>Change of University</td>
<td>Print out of CAS email from Cardiff University or your Cardiff University student ID card</td>
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<tr>
<td>Change of marital status</td>
<td>Marriage certificate or divorce certificate</td>
</tr>
<tr>
<td>Extension to visa granted by UKVI</td>
<td>Biometric residence card and passport</td>
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<tr>
<td>Change of passport</td>
<td>New passport</td>
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In addition to the above documentation you will need to bring your passport and police registration certificate.

More information and forms are available on the web www.cardiff.ac.uk/new-students
How do I apply for University residences?

You should have received an email telling you how to apply online for University residences. If you have not yet received information please contact the International Office as soon as possible:
Telephone +44 (0) 29 2087 4432
or email international@cardiff.ac.uk

Accommodation

Staying in University residences will provide you with an opportunity to meet and get to know other students, make new friends and settle quickly into University life.

Are University residences guaranteed?

Yes, most undergraduate and postgraduate students are guaranteed a single occupancy place in University residences for the duration of your studies as long as you apply in time.

Postgraduate students are guaranteed a single occupancy place in University residences, however you must:
- Submit your online application for a place and make a £200 prepayment on Friday 11 August 2017
- Accept an unconditional offer to study by Friday 8 September 2017
- Accept your online offer of residence, within seven days of your room being allocated
- Arrive and collect your room key between Wednesday 20 September - Sunday 24 September 2017

For more information see: www.cardiff.ac.uk/arrivalinformation.

Undergraduate students who come to Cardiff as a firm or insurance applicant are guaranteed a single occupancy place in University residences, however you must:
- Submit your online application by Friday 11 August 2017 (Firm applicants) or Thursday 31 August 2017 (Insurance applicants)
- Accept an unconditional offer to study by Thursday 31 August 2017
- Accept your online offer of residence, within seven days of your room being allocated
- Arrive and collect your room key between Wednesday 20 September - Sunday 24 September 2017

I have applied outside the normal admissions process (Clearing/RPA/late applicants) can I still have University residences?

Unfortunately, Clearing or late applicants are not guaranteed a place in University residences. If you apply late you will be allocated a room on a first-come first-served basis. The Residences Office will start processing your application at the beginning of September. They will try their very best to allocate you a room, but if this is not possible you will be provided with support and guidance for finding private sector accommodation.

Once you have accepted your offer to study on a firm basis, you will be sent an email with instructions on how you can apply for University residences online. The sooner you apply for a place in University residences, the more likely we will be able to offer you a place. We will start processing applications no later than Friday 1 September 2017.

If you are arriving in January, please contact Residences offices for further details on availability.
How much will University residences cost?

Your residences fees will vary depending on the type of accommodation and facilities you choose. Details of residences fees and how to pay can be found at www.cardiff.ac.uk/residences and then select ‘Paying’ at the bottom of the screen.

The cost of your accommodation will be included in your offer of residence.

When will I be allocated University residences?

Before we can allocate a room to you, your offer to study needs to be unconditional and you must have firmly accepted it. Your residences application is then processed in date order according to two dates. The first is the date the Residences Office receives confirmation of your unconditional offer to study; the second is the date the Residences Office receives your online residences application.

- Undergraduates: University residences will be allocated in July through to September.
- Postgraduates: allocation will be in July through to September. You must have paid your £200 prepayment to the Residences Office by 11 August 2017.

Your allocation will be sent by email, so it is important you have access to your emails in the summer.

How do I inform the Residences Office of any special requirements?

If you have any special accommodation requirements, such as a disability or medical condition which you would like taken into account in the allocation of your room, or of which your Residences Manager should be made aware, please note this on your online application. The Residences Office will try to meet your needs when allocating your room. You should tell them about your special requirements even if they would not apply if you were allocated a room in the accommodation you have chosen. Only information provided at the time of the application, along with written confirmation from a doctor, will be taken into account by the Residences Office in the allocation process. All disability/medical information provided will be treated confidentially and only used in allocating you a room.

When do I need to pay for my University residences?

All fees for residences, as well as most of the associated charges such as Parking Permits, are payable by either:

- Credit/debit card in full in advance or on arrival
- Direct debit from a UK bank account (payable in a maximum of 3 instalments on set dates, depending on your residential period). For more information about opening a UK bank account see page 29. Further details of local banks will be included in your arrival pack and on the website. For details on the payment dates for residences fees by direct debit for 2017/18 please see www.cardiff.ac.uk/residences and select “Paying” at the bottom of the screen.

It is important to pay your residences fees on time. Late payment will mean that you will incur an initial 5% charge. If the payment remains outstanding after 15 days, you will incur a further 5% charge on the balance outstanding.

What type of University accommodation is available?

The Residences website contains full details of the accommodation available www.cardiff.ac.uk/residences

Most of the options are self-catered (i.e. cook your own meals) where you share kitchen space with your flatmates. There is a part-catered option at some residences and a fully-catered option at the female-only residence Aberdare Hall.

Are there male-only or female-only Halls of Residences?

All of our residences, like most other UK universities, are mixed. You can however express a preference for a male or female only flat if you wish. The only exception to this is Aberdare Hall, where the entire Hall of Residence is for female students only.

Which University Residence is nearest my School?

Use the map in the back of this brochure to work out how close your residence will be to your School. The nearest residence is not necessarily the best and you should think about the environment you want to live in (for example Talybont has a sports centre on site and is very close to a big supermarket). If you’re not sure what building you will be studying in, contact the International Office international@cardiff.ac.uk.
Will I have my own room?
Yes, you will have your own study bedroom – Cardiff University does not have shared rooms or dormitories. You will have to share a kitchen/living space with the other people in your flat or house.
Cardiff University does have a very limited supply of residences suitable for couples and families. For more details see page 50.

Will I have my own bathroom?
Around 70% of University study bedrooms have a private bathroom (called en-suite). Other rooms have shared toilets and washing facilities (usually shared between four to eight people). If a private bathroom is important to you, you should prioritise en-suite accommodation in your Residences application.

Will I have access to high-speed internet in my room?
Yes, all study bedrooms are equipped with network connection points and wireless access. The cost of all this is included in your residences fees. More information on bringing your computer and connecting to the network is available on page 30.

Will I have a telephone in my room?
No, most students have mobile phones or use Skype. See page 31 for more information on buying a mobile phone and staying in touch.

What is provided in University residences?
All rooms have: a bed with mattress, a desk and chair, a bookshelf, a wardrobe and a waste paper bin. All residences have: an ironing board and iron, a dustpan and brush, a kitchen bin, a mop and bucket, a microwave, a kettle, a toaster, a notice-board and blinds/curtains.

Things you'll need in your University residence
You will need to provide your own pillow, bedding, towels, personal crockery, cutlery, saucepans and other cooking utensils. You can buy all of this cheaply in Cardiff, so do not bring this with you because your suitcase will be too heavy to carry! See page 18 for what to bring with you.

When can I move into my University residence?
September starters: you can move into your room anytime from Wednesday 20 September until Sunday 24 September.
If you can’t use the free airport pick-up service (page 21), and arrive between Friday 22 September - Sunday 24 September then you need to time your arrival so that the Residences Office is open to collect your keys. Details of our office opening hours can be found in your Arrival Information at www.cardiff.ac.uk/arrivalinformation.
If you are not starting your course in September, and not participating in January induction, you should collect your key on the first day of your residential period; this information will be in your Residences Agreement. More information about arriving at your residence is on page 23.

How long can I stay in University residences?
All Cardiff University residences allow you to stay during term time and the Christmas and Easter vacations. Some of the postgraduate residences also allow students to stay during the summer vacation period. You should think carefully about deciding whether to apply for a full-year residence as it does commit you to staying there for the whole year. However, if you do need to stay in Cardiff for a short period during the summer vacation, temporary accommodation is usually available in one of our halls of residence and can be booked in advance. See your Residences Manager before your current Residences Agreement expires.

Where can I find temporary accommodation in Cardiff?
If you have applied for University residences, but have not been made an offer of residence before you arrive in Cardiff, you need to contact the Residences Office: telephone +44 (0) 29 2087 4849 or email residences@cardiff.ac.uk. You may be given temporary hotel accommodation (during a limited period in September/October) for which a nominal fee will be charged. Residences Office staff will be available at the hotel each morning to advise you about the vacancies that are available within University residences.

Hotels and bed & breakfast accommodation in Cardiff
If you are planning to spend some time in Cardiff prior to the start of term you could think about taking a room in a hotel or bed & breakfast. Bed & breakfasts charge around £30–£40 per night, and hotels charge between £50 and £105 per night. Both types of accommodation can be found near the campus and the central city area. You can find further information on accommodation in Cardiff from the Cardiff Visitor Centre which provides an accommodation booking service.
Telephone with your credit card details +44 (0)29 2087 3573 or email visitor@cardiff.gov.uk web www.visitcardiff.com
Alternatively self-catered accommodation is available at the University between 14 June and 13 September 2017.
For more information and costs see www.cardiff.ac.uk/summer

Do I need insurance for my personal possessions?
No, but we strongly encourage students to insure personal possessions against damage, loss or theft. If you live in Cardiff University residences, you are automatically given £5000 worth of personal possessions insurance cover from Endsleigh Insurance; you do not have to fill in any forms for this cover – it is automatic. Details of what is covered by insurance can be found at www.cardiff.ac.uk/arrivalinformation. click on “Endsleigh insurance” on the right hand side of web page.
If you are going to be living in private accommodation you should take out an insurance policy to cover at least all your personal belongings in your room.
An insurance policy designed for international students by Endsleigh and UKCISA will cover medical expenses, refund of tuition fees in the event of illness or an accident and damage to your possessions when travelling to and from your home country to Cardiff.
Further information on all Endsleigh insurance products can be found on their website at www.endsleigh.co.uk click on “travel”. For information on other insurance companies see www.moneysupermarket.com/insurance
Private accommodation in Cardiff

There is plenty of accommodation in Cardiff that is let out by private landlords to students. Such accommodation consists of shared houses and flats. Occasionally you may find a room in a house that you would share with the landlord/lady.

Looking for private accommodation from your home country

We would not advise arranging long-term rented accommodation from overseas. It is best to come to Cardiff two weeks before the start of your course and reserve a room in a hostel or guest house locally while you look for suitable private accommodation. It is very difficult to find a room/house if you are not in Cardiff.

Where can I find private accommodation in Cardiff?

The Residences Office has up-to-date lists of self-catering rooms, bedsits, flats and houses for rent. See www.cardiff.ac.uk/privatesectoraccommodation.

Cardiff Student Letting Agency

This is the best place to start looking for private accommodation. Cardiff Student Letting Agency is owned and run by Cardiff University Students’ Union. This letting agency is keen to keep the cost to students at a minimum and does not charge an agency fee. For further information about the services provided by the Cardiff Student Letting Agency see www.cardiffstudentletting.com

Host family organisations

If you choose a host family, you will live with a couple or a family sharing facilities such as a living room, bathroom and kitchen. Your host would provide a family environment and an opportunity for you to learn the language and experience a different culture. This accommodation is often rented on a weekly basis, usually including breakfast and sometimes evening meals on request.

www.homestayfinder.com
www.homestaybooking.com
www.homestayweb.com

How much does private accommodation cost in Cardiff?

The cost of private accommodation will vary depending on the location, the size and quality of the flat or house and whether or not bills are included in the cost of rent. On average the cost of renting a room in a house you share with others will cost around £300 a month, excluding your bills for water, gas, electricity and insurance.

Unlike University residences, where most bills are included, you will find that when you rent private accommodation you may have to pay for additional things. These are likely to include:
- A refundable security deposit which will be returned to you after you leave the property providing that no damage has been done
- Water, electricity, gas, telephone and internet bills
- Insurance
- Half rent during vacations
- You may have to pay the total yearly cost of your rent in advance if you do not have a relative or friend living in the UK who can act as a guarantor and who will agree to pay your rent if you have money problems and can’t pay it.

For more information about the cost of private accommodation please see page 28.

Help and housing advice

If you are thinking of renting private sector accommodation, you can obtain information on the typical costs of renting in Cardiff and gain useful tips on what to look out for when looking for private accommodation from the Student Support Centre www.cardiff.ac.uk/studentsupport

The Advice and Representation Centre staff in the Students’ Union can also help. They are happy to explain and check your tenancy agreement before you sign a contract or pay any monies to your landlord. They also have information to help you find accommodation. See page 37 for contact details.

Family accommodation

University flats for couples and families

There are a small number of University flats available for couples without children and for couples with children, in the first year of study. There is a very limited number of this type of residence, so we are not able to guarantee this accommodation. Full details about couples/family University accommodation can be found at www.cardiff.ac.uk/residences

Private family accommodation

There is a wide choice of privately rented accommodation in Cardiff. However, it can take you some time and expense to find suitable family accommodation at a price that you can afford. If you are going to look for family accommodation, we recommend that you arrange to come to Cardiff, on your own, in late August/early September. You should arrange to stay in bed and breakfast or University residences, for about a week, and try to find accommodation before your family comes to join you. You can arrange to stay in University summer residences which are available from 14 June to 13 September 2017.

For more information on University summer residences see www.cardiff.ac.uk/summer

Residences Office
Telephone +44 (0) 29 2087 4849
Email residences@cardiff.ac.uk

We strongly advise you not to bring your family to Cardiff until you have suitable accommodation for them, which may mean travelling to the UK alone and making arrangements for your family to join later.
What to bring

This section will give you an idea of what to pack when coming to study in the UK and the items you should leave behind.

What type of clothes should I bring?

Students dress very informally in the UK in jeans, t-shirts and jumpers. You will also want to bring a warm jumper, jacket and waterproof coat with you for the winter and wet weather. Rain showers are to be expected any time of the year, so waterproof clothing and shoes are essential. We recommend that you do not buy too many winter clothes until you get to Cardiff.

In addition to casual clothes, you may want to bring formal clothes for special events such as a formal dinner or a ball, or perhaps if you are likely to attend an interview for a potential job. You may also want to bring your national costume for international student events.

How much money should I bring?

Bring enough money to cover your costs for the first two weeks as you would if you were going on holiday. You will probably have to buy bedding, clothes and some basic essentials at the beginning of your stay, so we recommend you bring about £400.

Do not bring large amounts of cash, as cash can easily be lost and the University cannot guard it for you. We recommend you bring travellers’ cheques as they are insured against loss and theft. Any bank or post office will cash travellers’ cheques.

Please do not bring more than two suitcases and make sure that you can lift and carry these suitcases. At some point you will have to carry your luggage when you arrive in the UK. For example, you will have to carry your suitcase to your residence (which often includes carrying cases upstairs). Please do not bring rice cookers, food or cooking utensils with you.
Can I bring my computer to Cardiff?
Yes, you can bring your laptop with you to Cardiff University but you should check it can work with UK sockets (see below). It is also important to make sure that your laptop is insured for travel and your stay in Cardiff. You can check that your computer meets the security requirements for the University’s network by following these instructions:
www.cardiff.ac.uk/insrv/it/network/reslan/
If you prefer you can buy (or rent) a computer at University rates when you arrive (see page 30).

Can I bring electrical products to the UK?
Please only bring small items such as hairdryers, shavers and laptops. Before you bring an electrical item, you should make sure that it is safe to use and compatible with the UK voltage system: 220V. You might need an international voltage converter. You will also probably need a plug adapter that is British Standard compliant (BS1363). Usually, these converters and adapters are available in travel and luggage shops, electronic stores, and airports.

Should I bring my own cooking utensils?
No, do not bring cooking utensils with you. Your case will be too heavy for you to carry! You can buy saucepans, plates and other cooking utensils very cheaply from supermarkets close to University residences. Please see page 16 for information about what is provided in your accommodation.

Can I bring food from home?
Do not bring any food into the UK. There are many food items which are illegal to bring into the UK including dairy, meat and potatoes. You will find that Cardiff has many international food stores, and large supermarkets where you will be able to find many ingredients available in your home country. For more information on banned foods see the website https://www.gov.uk/food-safety-as-a-food-distributor/food-import-controls

Sending and storing your luggage
Unfortunately Cardiff University is unable to receive any of your luggage before your arrival at Cardiff. However, there are several companies that offer services to students who wish to transport excess luggage. They can arrange for your luggage to be put into storage until you arrive, when it can be delivered to you. For further details see –
www.cardiff.ac.uk/new-students

Should I bring my own bedding?
No, do not bring bedding. You can order a bedding pack from the Residences Office before you arrive. This contains the following: duvet and duvet cover, single sheet, pillow, pillow case, hand and bath towel. For more information regarding the bedding pack see:
www.cardiff.ac.uk/arrivalinformation
Alternatively you can buy bedding cheaply from Cardiff Market, Tesco Supermarket or Shaws the Drapers when you arrive.

Can I bring my mobile phone?
More information about mobile phones is available on page 31. If you’re not bringing a mobile phone you may find it useful to have a credit card or, if possible, a small amount of loose change, so you can call home when you first arrive. When you arrive the International Office will give you a welcome pack containing a free mobile SIM card which has a small amount of credit. If you don’t receive a welcome pack, come to the International Office for it.

How can I contact other students before I arrive?
The International Office has set up a Facebook page where all international students coming to study at Cardiff University can make friends, discuss travel plans and talk about Cardiff:
www.facebook.com/cardiffinternationalstudents

Documents to put in your hand luggage
- Passport
- Offer letter and/or CAS email from Cardiff University
- Financial information – letter from your sponsor (if applicable), or photocopies of the financial documents you submitted with your student visa application
- University Residences Agreement (if you have received it)
- Copy of tuberculosis exemption certificate (if applicable)
- Report of chest X-ray taken in the last three months (if applicable)
- Vaccination certificates or doctor’s letter detailing your vaccinations
- The Guide for International Students
Travelling to Cardiff

Cardiff University is located in the centre of Cardiff, which is easily accessible from London airports. To make your journey to Cardiff easier we provide a free airport pick-up service in September, but if you are arriving outside of the airport pick-up service time it is easy to get to Cardiff on your own. When you arrive in Cardiff the first thing you should do is go straight to your accommodation.

Which airport should I arrive at in the UK?
Most of Cardiff’s international students arrive at Heathrow Airport, which is around 18 miles/29 km southwest of London. The airport is around 4 hours travel time from Cardiff. You can also arrive at Cardiff Airport if you fly with KLM airlines via Amsterdam Schipol Airport. Cardiff Airport is only 30 minutes travel time from the University.

When should I arrive in the UK?
September starters should arrive on Wednesday 20 or Thursday 21 September to take advantage of the free airport pick-up service from Heathrow and Cardiff Airports.
If you are starting at a different time of year you should check with your School for when you should arrive in Cardiff.
Airport pick-up service

Will there be anyone to meet me when I arrive?
Cardiff University staff will be at Heathrow and Cardiff Airport on Wednesday 20 or Thursday 21 September to provide a free airport pick-up service to Cardiff. We will take you to the Arrivals Reception at Cardiff University and then on to your accommodation free of charge. Look for the red Cardiff University T-Shirts and the red and white Cardiff University logo. If you can’t find them, go to the Airport Information Desk and ask someone at the desk to direct you to a member of Cardiff University staff. If you miss the airport pick-up service you will need to make your own way to Cardiff. See page 23 for more information.

Pick-up from Heathrow Airport
Cardiff University staff will be at the Arrivals Lounge of terminals 3, 4 and 5 of Heathrow Airport from 08.00 – 15:15 on Wednesday 20 or Thursday 21 September. Coaches will arrive at Heathrow at regular intervals between 08.00 – 15:15. You may have to wait at the airport before we have picked up everyone arriving on their flights. So we can plan for your arrival, please let us know your arrival date, time and flight number by completing the online airport pick-up service form available from www.cardiff.ac.uk/new-students

Pick-up from Cardiff Airport
Cardiff University also provides a free mini-bus and taxi service for international students from Cardiff Airport to the University on Wednesday 20 or Thursday 21 September from 09.00 – 17.00.

To book a place on the Cardiff airport pick-up service please see www.cardiff.ac.uk/new-students

Can I bring my family on airport pick-up service?
You can bring your spouse and children on airport pick-up service for free, but please contact us to book their places. Parents and other family members can only be accommodated if there is room on the coaches on the day. Therefore it is advisable that these family members plan to make their own way independently to Cardiff (see page 23). You should also be aware that they will not be able to stay in your accommodation with you and should book a hotel (see page 16).
Arriving at the airport

To ensure that you get through the UK border as quickly and easily as possible the UK Immigration Officials responsible for passport checks advise you to have the following documents ready for inspection at Immigration Control:

- Your passport
- CAS email (Confirmation of Acceptance for study)
- Financial information; e.g. bank statements letter from sponsor, or photocopies of whatever financial documents you submitted with your student visa application
- Cardiff University Residences Agreement or details of where you are staying in Cardiff
- Copy of your TB exemption certificate (if applicable – see p5)
- Completed landing card either given to you on the plane, or find them in the immigration hall. The Immigration Officer may ask you to prove that you are a genuine student coming to Cardiff University and that you speak English at the required level, without needing an interpreter. You will not be asked to pass a formal English language test but they may ask about your studies at Cardiff University.

Never give false or misleading information to Immigration Officials (including forged documents).

After your have passed through passport control, you will collect your luggage and then go through Customs Control.

Customs Control

When you travel to the UK from abroad, you can bring in goods without having to pay UK tax, as long as they are for your own use. The amount of goods you can bring in depends on where you’re travelling from, see: www.gov.uk/duty-free-goods

- Do not bring any meat or dairy products with you. There are also restrictions on bringing other food into the UK see: https://www.gov.uk/bringing-food-animals-plants-into-uk/food
- There are restrictions on the amount of tobacco, alcohol and gifts you can bring to the UK, see: www.gov.uk/duty-free-goods

- Be aware of the tax and duty limit on goods brought to the UK. If you exceed your allowance, you will have to declare it and pay duty at Customs (exiting the red channel). Otherwise these items may be taken away from you.

- You must declare any cash of 10,000 Euros (equivalent to £7,700) or more to a customs officer. Cash not only means currency notes and coins but also banker’s drafts and cheques of any kind, including travellers’ cheques. You will find the relevant forms to fill out at ports and airports. For more information: https://www.gov.uk/bringing-cash-into-uk

www.cardiff.ac.uk/international
Travelling independently to Cardiff University from Heathrow

By coach
If you are not using the Cardiff University airport pick-up service, the cheapest way to travel to Cardiff is by National Express Coach. Coaches leave approximately every hour, with fewer coaches leaving during the night. A single journey from Heathrow to Cardiff is approximately £42 and takes about 3 hours and 30 minutes. You can buy your ticket online at www.nationalexpress.com or at the National Express Booking Office in Heathrow airport. Follow signs for the Central Bus Station from the arrivals into terminals 1, 2, 3 and 4. If you are arriving into terminal 5 check at the information desk.

By train
Train travel is more expensive than travelling by coach and you will have to change trains. Take the Heathrow Express train from Heathrow Airport into Paddington Station in London. Trains leave every 15 minutes from all terminals at Heathrow to London. Once at Paddington you take the train to Cardiff. On weekdays the train to Cardiff from Paddington leaves every 30 minutes. A single journey from Heathrow to Cardiff will be around £65 – £205 and the journey time is 3 hours. Tickets can be bought online at www.thetrainline.com (it’s usually cheaper in advance) or at the ticket office at the railway station in the airport.

By taxi
Travelling by taxi is a very expensive option and not advisable. A taxi from Heathrow would cost around £200. This could be an option if there were a few of you travelling to split the cost but you will not be able to have much luggage.

You may be able to buy a discount card for coach and/or rail travel when you arrive. More details are on page 29.

Travelling independently from Cardiff Airport
A taxi from Cardiff Airport will cost around £33 and can be hired from the Checker Cars taxi office immediately outside the Arrivals Building or booked in advance, telephone +44 (0)1446 711747 or email cardiff@checkercars.com
The T9 bus service runs from Cardiff Airport every 30 minutes during the day Monday – Sunday. A single ticket costs £5 and the journey takes 45 minutes.

Arriving at Cardiff Railway Station
If you are arriving by train you will arrive at the railway station in the centre of Cardiff. We recommend that you then take a taxi to your accommodation. There will be taxis waiting at a taxi rank outside the station and taxi fares to University residences cost between £8 – £12 depending on where your accommodation is and how much luggage you are carrying. More information about taxis is on page 39.

Arriving at Cardiff Bus Station
If you are arriving by coach or bus you will arrive at the bus station in Sophia Gardens. You will need to take a taxi from there to your accommodation. Call a local taxi service on +44(0)2920 333 333

What should I do when I arrive at the University?
If you arrive on the free airport pick-up service (see page 21), after a short wait at the Arrivals Reception at the University you will be taken by minibus to your accommodation. If you do not arrive through the airport pick-up service, but make your way independently to Cardiff you should check how to collect your keys for your University Residence at www.cardiff.ac.uk/arrivalinformation

Unexpected late arrivals
If you arrive unexpectedly late in the evening or early in the morning and you have not been able to inform the Residences Office of your late arrival, you should go directly to the Security Office next to the Psychology Tower block, opposite 51 Park Place (map reference 35). The Security Office will contact the Student Warden in your University Residence and arrange for you to have access to your accommodation.

Where do I pick up the keys to my University accommodation?
If you use the airport pick-up service on Wednesday 20 or Thursday 21 September, you will be taken to your University Residence and a member of staff will be on-hand to give you your keys. For details on key collection see www.cardiff.ac.uk/arrivalinformation

What if I arrive early, before Wednesday 20 September?
Your allocated room will not be available before Wednesday 20 September, so if you intend to arrive in Cardiff before this date you will need to make your own arrangements for temporary accommodation until the start of the residential period (see page 16). Please be aware that if you arrive on a Saturday or Sunday the International Office will not be open.

What if I arrive late, after Sunday 24 September?
All keys for University residences must be collected by Sunday 24 September, otherwise your allocated room will be given to someone else. Please contact the Residences Office if you think you are going to be arriving after Sunday 24 September. Email residences@cardiff.ac.uk

Key collection for non-September starters
If you are not starting your course in September, and not participating in January induction, you should collect your keys on the first day that your residences contract starts, (see your residences contract or agreement).
The Induction Programme for International Students

When you first arrive there will be lots of things you need to do including enrolling and collecting your student ID card. Please see the check list on the inside front cover and make sure you complete everything.

We understand that arriving in a new place is a challenging and exciting experience for you. At Cardiff, we take great care to ensure your smooth arrival and help you to settle into your new way of life in the University and local community.

Make your stay at Cardiff rewarding and enjoyable: come to all the induction events arranged for when you first arrive in Cardiff from Friday 22 September - Sunday 1 October. At these events you should find all the information, fun and friends you need to make your transition to UK life as carefree as possible. For more details about the dates and times of these events, please see www.cardiff.ac.uk/new-students

Important Tasks

Police registration
Students coming from some countries need to register with the police within 7 days of their arrival in the UK. You will be able to make appointments and register with the police at the International Student Support week. See page 13 for more information.

Bank letter service
Bank letters and proof of enrolment letters can be obtained from the Students’ Union. Staff will also be on hand to provide you with information on how to open your bank account. See page 29 for more information.

Enrolment and student ID card
You must complete your enrolment and collect your Biometric Residence Permit and your ID card. More information is on page 32.
The Induction Programme

Information sessions

Parents’ welcome talk
If your parents are travelling with you, we have a welcome talk to answer any questions they may have.

Walking campus tours
Find out where things are in the University and parts of the city. Second and third year students will be your tour guides and will give you inside information about studying at Cardiff.

Welcome talks
Find out what to expect now you’ve arrived in Cardiff: how to use the University computing system, where to get help and advice and how to combine part-time work with your studies.

Fun and social activities

International students’ party
Come and experience a traditional Welsh folk dancing evening ‘Twmpath!’ in a friendly atmosphere. The party will take place in the Great Hall, Students’ Union on Friday 22 September.

Open air double-decker bus tour of the City of Cardiff
Enjoy a guided double-decker bus tour of the beautiful city.

Discover Cardiff
Explore and find useful places in Cardiff with student tour guides.

Quiz Night
Find out more about the UK and test your general knowledge and maybe win a prize!

Fairs and events

International student information fair
You will be able to get further advice and information about the University and the city of Cardiff at the Fair. The fair takes place in the Great Hall on Friday 22 September.

National companies fair
Your chance to get your hands on some free items and discount vouchers. It takes place in the Great Hall, Students’ Union.

Societies fair
Come and meet people from all the societies (including international societies) and join any that interest you in the Great Hall, Students’ Union. Look at the types of societies you could get involved in at http://groups.cardiffstudents.com/societies

Sports fair
Meet some of the sports clubs and join any that interest you in the Great Hall, Students’ Union. For more information about sports clubs see www.cardiffstudents.com/activities/au/list

Other activities

In the third and fourth week of September there are lots of activities taking place in the Students’ Union for all new students. These activities are organised just for you and are intended to give you an idea of what life at Cardiff is like. They also give you the opportunity to meet new friends and settle in before the busy first week of term.

Postgraduate Welcome Events
The Students’ Union organises additional social events specifically for new and current postgraduates at Cardiff during week commencing Monday 25 September. Further information about the programme of events will be added to the Students’ Union website during the summer www.cardiffstudents.com/whatson/postgrad/

Are there any events taking place in my academic school?
Yes, you may be required to attend an induction meeting held in your School – you will be sent more information by your School. You will meet your lecturers and other staff who work in your subject area. You may also be given information about how to enrol for modules or subjects in your first term. For more information see www.cardiff.ac.uk/regis/enrolment/timetables

January starters
If you’re starting in January you will be sent information about January induction. You can also email international@cardiff.ac.uk or visit www.cardiff.ac.uk/new-students in December.
Money and Finances

Tuition Fees

How much will my tuition fees cost?
The cost of your tuition fees will depend on which course you are studying. You will be sent an email telling you the cost of your tuition fees from the University’s Registry. For information on the cost of tuition fees see www.cardiff.ac.uk/for/prospective/international/funding.html.

Do I need to pay my tuition fees before I arrive in the UK?
Yes, to complete online enrolment you will also need to either pay at least the first instalment of your tuition fees or provide evidence of sponsorship for each year of your course.

When do I need to pay my tuition fees?
The University prefers payment of tuition fees in full before you arrive in Cardiff. However, if you are a self-financing student (i.e. you or your family are funding your studies) then you may pay your tuition fees in three equal instalments:

– 1st instalment is due 26 September 2017
– 2nd instalment is due 26 January 2018
– 3rd instalment is due 26 April 2018

If you are not starting in September, you will be sent further information about your payment schedule. Your first instalment however is always due when you enrol.

Can I pay my fees in advance for my visa?
It is not a requirement and there is no advantage to paying fees in advance for your visa. See page12 for more information.

Where can I get a receipt after I’ve paid my tuition fees?
Telephone: +44 (0)29 2087 4399 / 9262
Fax: +44 (0)29 2087 4020
Email: fees@cardiff.ac.uk

Students who are unable to pay their tuition fees
If you are unable to pay the first instalment of your tuition fees before or at enrolment you will NOT be fully registered or enrolled. If payment is not made within 28 days of the start of your course, your enrolment with the University will be cancelled, you will be in breach of your student visa and will be required by UK law to return to your home country.
What payment methods can I use to pay my tuition fees?

StudentPay – online overseas bank transfers
The quickest and easiest way to pay your tuition fees is through the online overseas bank transfer via the Cardiff University’s StudentPay website. You can pay in the currency of your choice and in most cases it is free, (no commission or bank charges). For more information see: www.cardiff.ac.uk/new-students/when-you-arrive/paying-your-tuition-fees

Cheque/Bank Draft
Payment can be made by cheque or bank draft either in full or in three instalments. All cheques should have your student name and number written on the reverse and be made payable to “Cardiff University”. Paying by cheque is not part of online enrolment. This means that you need to send your tuition fees cheque in advance before you go online to enrol, otherwise the amount you have paid for your fees will not be recorded on the online enrolment task. If your tuition fees cheque is sent by your Education Advisor/Agent, it is likely to take longer to be recorded, so you will need to allow extra time for the cheque to reach the Finance Office. Cheques should otherwise be posted to:

Cardiff University Finance Division Income Section 8th Floor, Newport Road, Cardiff CF24 0DE

Bank transfer
Payments made by telephonic transfer or bank transfer should be made to:
The Co-operative Bank plc 16–17 High Street, Cardiff CF10 1AX UK

Account:
Cardiff University Tuition Fees Account Account Number: 70867011
Sort Code: 08-90-03
Swift Number: CPBKGB22
IBAN Number: GB57 CPBK 0890 0370 8670 11

Credit card payment
You can pay your tuition fees using Visa/MasterCard (but not American Express). To make this payment please complete the credit/debit card mandate payment form when you enrol online at http://www.cardiff.ac.uk/new-students/enrolment (available from late August/September).

Direct Debit payment
You can pay by direct debit if you have a valid UK bank/building society account which allows direct debits. If you choose this payment method you will have to complete a direct debit mandate as part of your online enrolment.

Ordinary cheque from overseas
This can be made out in foreign currency, but must be in the UK sterling equivalent of the amount of tuition fees due.

International money order
This is arranged through your bank and should be posted to Cardiff University Finance Office before you leave for the UK. It must include a covering letter, stating your name, date of birth, student number, course and School.

Bank Charges
Please note: some of the methods described above may incur bank charges, which vary depending on your home country, but are usually between £5 and £20. You should allow extra money for these bank charges when you are paying your fees.

It is important that you quote your full name and student number when transferring funds to the University’s bank account.
Living Expenses

Estimated average living expenses for a single person living in University residences

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate 9 months</th>
<th>Postgraduate 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent (inc bills)</td>
<td>£4,444</td>
<td>£5,888</td>
</tr>
<tr>
<td>Food</td>
<td>£1,099</td>
<td>£1,175</td>
</tr>
<tr>
<td>Social / leisure</td>
<td>£1,256</td>
<td>£1,551</td>
</tr>
<tr>
<td>Laundry &amp; toiletries</td>
<td>£289</td>
<td>£385</td>
</tr>
<tr>
<td>Travel</td>
<td>£448</td>
<td>£595</td>
</tr>
<tr>
<td>Mobile</td>
<td>£217</td>
<td>£288</td>
</tr>
<tr>
<td>Clothes*</td>
<td>£346</td>
<td>£461</td>
</tr>
<tr>
<td>Books*</td>
<td>£323</td>
<td>£324</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£8,422</strong></td>
<td><strong>£10,667</strong></td>
</tr>
</tbody>
</table>

*start-up costs only

Please note that these figures represent the average cost of living in Cardiff. Students who are on a budget can live on less if they wish to do so. The minimum cost of living as recommended by UKVI for studying outside London is £1,015 per month. To pass the maintenance test for your Tier 4 student visa, you will have to show you have money for the cost of your 1st year tuition fees and living costs of £9,135.

What is the cost of living in private accommodation in Cardiff?

In comparison to the many additional services you receive in University Residences, it is more expensive to live in private accommodation. If you decide to live in one of the large private halls of residences such as Liberty Living, there are additional costs such as heating, lighting, insurance bills and you may have to pay the entire yearly cost of your accommodation up front. For more information see: www.cardiff.ac.uk/new-students/before-you-arrive/moving-to-cardiff

The estimated average expenditure for an undergraduate student living in shared private accommodation from September 2016 – June 2017 was £7,398.

The estimated average expenditure for a postgraduate student living in shared private accommodation from September 2016 – September 2017 was £9,339.

Your Budget

Be realistic about budgeting for your time at University. It is essential that you have enough money for the duration of your course. You will not be able to rely on the money from part-time earnings to support you. The competitiveness of finding a job, the generally low rate of pay for this work, and the restricted number of hours you can work mean that your part-time earnings will be insufficient to maintain an adequate standard of living. More information on part-time work is on page 43.

For more information on how to plan and manage your money see www.studentcalculator.org.uk/international

For more information on living expenses see: www.cardiff.ac.uk/study/campus-life/living-costs

<table>
<thead>
<tr>
<th></th>
<th>Tesco</th>
<th>Lidl</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bread</td>
<td>0.64</td>
<td>0.75</td>
</tr>
<tr>
<td>Margarine (1kg)</td>
<td>2.50</td>
<td>0.89</td>
</tr>
<tr>
<td>Basmati rice (1kg)</td>
<td>1.89</td>
<td>1.79</td>
</tr>
<tr>
<td>Spaghetti (500g)</td>
<td>0.20</td>
<td>N/A</td>
</tr>
<tr>
<td>Cornflakes (own-brand, 750g)</td>
<td>1.90</td>
<td>0.99</td>
</tr>
<tr>
<td>Milk (semi, 2 pints)</td>
<td>0.75</td>
<td>0.89</td>
</tr>
<tr>
<td>Eggs (6 pack)</td>
<td>1.00</td>
<td>0.89</td>
</tr>
<tr>
<td>Vegetable Oil (1 litre)</td>
<td>1.25</td>
<td>1.29</td>
</tr>
<tr>
<td>Noodles (300g)</td>
<td>0.84</td>
<td>0.75</td>
</tr>
<tr>
<td>Peas (1kg frozen)</td>
<td>1.75</td>
<td>0.99</td>
</tr>
<tr>
<td>Baked Beans (420g)</td>
<td>own brand-0.24</td>
<td>Heinz-2.40</td>
</tr>
<tr>
<td>Tomatoes</td>
<td>0.34</td>
<td>0.33</td>
</tr>
<tr>
<td>Beef Rump Steak (1kg)</td>
<td>13.00</td>
<td>4.49</td>
</tr>
<tr>
<td>Beef Stewing Steak (1kg)</td>
<td>8.34</td>
<td>N/A</td>
</tr>
<tr>
<td>Minced Beef (1kg)</td>
<td>8.00</td>
<td>2.76</td>
</tr>
<tr>
<td>Leg of Lamb (1kg)</td>
<td>14.82</td>
<td>6.91</td>
</tr>
<tr>
<td>Frozen Whole Chicken (1kg)</td>
<td>3.99</td>
<td>N/A</td>
</tr>
<tr>
<td>Fresh Chicken (1kg)</td>
<td>3.67</td>
<td>3.33</td>
</tr>
<tr>
<td>Frozen Fish Fingers (10)</td>
<td>0.60</td>
<td>1.29</td>
</tr>
<tr>
<td>Frozen Prawns (250g)</td>
<td>1.88</td>
<td>2.89</td>
</tr>
</tbody>
</table>

Costs are approximate and based on supermarkets close to the campus.
Opening a bank account

It is not possible to open a UK bank account until you arrive in Cardiff. However, it is likely to be one of the first things that you do because this is the safest way to keep your money. This will take you at least a week so you must make sure you have enough money for your first few weeks in Cardiff.

Student Discount Cards
You will find that a lot of things, from cinema tickets to clothing, DVDs to travel, can be bought at discounted cost if you are a student and have one of the following cards.

Cardiff University student ID card
Your student ID card, which will be issued to you at enrolment is very useful! In addition to giving you access to University buildings, the card also proves that you are a member of the NUS (National Union of Students) and often entitles you to discounts in shops, cinemas and restaurants. Ask if they offer a “student discount”.

International Students’ Identity Card (ISIC)
This card enables you to obtain discounts on flights, accommodation, IT software and internet products, food and drink. You can apply online for this card. For more information and details of the documents you need to obtain this card see: www.isic.org

Student Travel Reduction Cards
If you are exploring the UK while you’re here you will make considerable savings on travel by purchasing a Young Persons’ Railcard and/ or a Coach Card. The Young Persons’ Coach Card can be bought at National Express coach offices or online. The card costs £10 plus £2 for postage and packaging for a year or £25 for three years and gives you 30% off all coach travel in the UK and 10% off travel to an event. To get one you simply need proof that you are a student. For further information see: www.nationalexpress.com

A 16-25 Railcard costs £30 for one year or £70 for three years, and gives you a third off your rail travel in the UK. To get this you will need proof you are a student, your passport and a passport-size photo.

The card can be purchased online or at any train station ticket office. For further information see: www.16-25railcard.co.uk

How do I open a bank account?

To open a Santander, HSBC, LloydsTSB, Barclays or Natwest bank account you must take your passport and documentation to prove that you are enrolled on a course at Cardiff University to the bank in Cardiff.

The banks require an introductory bank letter from the University detailing your personal details and course of study.

You will be able to pick up your bank letter from the Students’ Union in the third and fourth weeks of September. Staff will be on hand to give you more information on how to open a bank account and you will find more information about this in your arrival pack that you will receive when you arrive at the University.

How do I transfer money to the UK?

The easiest way to send money from your home country into a UK bank account is by electronic transfer. To do this the bank in your home country will need:

- Your UK bank’s name and full address
- Your name as given on your UK bank account
- Your UK bank account number
- Your UK bank sort code

Money can also be transferred using a banker’s draft. This is a document drawn up by the bank in your home country and sent to you by post. You present the banker’s draft to your bank in the UK.

Before you transfer money ask what charges will be made by the bank and how long it will take. Make sure that you keep copies of the relevant documents in case there is a dispute with the bank in the future.

What will the bank offer me?

Every bank has different offers for students. You will find some of the banks at the International Student Fair; so it is worth going to the fair and looking at which bank provides the best deal. Some banks charge a monthly fee, but also provide financial incentives for opening an account with them. All banks provide the following services:

Debit card
Most banks issue a single card that is a combined cash card allowing you to withdraw money from cash machines/ ATMs and debit card that allows you to pay for things in shops and over the internet. To use the card you will need a PIN number from the bank. Do not let anyone else see this number; make sure you memorise it and then destroy the number.

Bank statements
This is a record of all activity in your bank account over time. Statements will be posted and you can also see them online. It is important to keep these statements because you will need them if you need to extend your student visa.

Direct debits and standing orders
These allow you to pay for goods and services by regular payments (often monthly) through your bank account. For example you are likely to pay for your University residence fee by direct debit (see page 15).
Communications

Internet and Email

Wireless internet access is available across the University campus covering all University buildings and residences, offering you flexible access to online resources free of charge.

How can I get access to the internet when I first arrive?

If you have enrolled online before you arrive in Cardiff, you will be able to use your Cardiff University username, password and email account on any networked computer in the University. Your username and password allow you to access Cardiff Portal, the secure gateway to your web-based University services, at any time and from anywhere. 

http://portal.cardiff.ac.uk

Computer rooms are conveniently located across the University’s campuses, including some which are open 24-hours a day, seven days a week such as the Julian Hodge Study Centre and the Health Library in the Cochrane Building. For more information go to http://sites.cardiff.ac.uk/inform

Can I get internet access in my room

Yes. If you are staying in University residences you will be able to connect to the university Wi-Fi network.

Email

You will be given a Cardiff University email address when you enrol and University staff will use email as the main way of communicating with you. You will be able to access your own personal email account (Gmail, Hotmail etc.), but you will be expected to access your Cardiff University email account regularly to ensure you keep up-to-date with important University communications.

Help and support

For support with using University computers:

— Contact the Information Services IT Service Desk
  Monday – Friday, 08.00 – 17.00
  Tel: 029 2087 4487
  Email insrvConnect@cardiff.ac.uk
  www.cardiff.ac.uk/insrv/it/help

— Ask members of staff in the library

— Visit the IT Clinic, which is located on the first floor of the Students’ Union. It is run by Information Services staff and provides free and friendly help and advice on a range of IT issues.

For assistance with using the libraries, please contact a member of staff in the library. You can also chat online with a member of library staff through the ‘Ask a Librarian Live’ instant messaging service at www.cardiff.ac.uk/insrv/libraries or keep up to date by following them on Twitter @cardiffunilib.

Where can I buy or rent a computer?

The IT shop is based in the Students’ Union and provides IT equipment with a range of payment options and student discounts. All equipment sold is ready to use on campus and is supported by the University’s Information Services. For more information see www.cardiffstudents.com/theitshop

Remember to let friends and family know you have arrived safely in Cardiff!
Mobile phones

All students use mobile phones for staying in touch with family and friends. If you use the University’s free airport pick-up service, you will receive a free mobile SIM card with a small amount of credit so you can phone home if you bring your own mobile phone with you to the UK. For information about the cost of UK mobile phones and network companies see: www.uswitch.com/mobiles/networks

Can I use my mobile phone in the UK?
You will need to ensure your mobile phone is GSM compatible to use in the UK. You can then use a UK SIM card to connect to the phone network, this will be much cheaper than using your SIM card from home. To use a UK SIM card you may need to ‘unlock’ your phone. Speak to your mobile carrier before travelling to the UK and they should be able to unlock your phone for you.

Contracts for mobiles
If you choose a contract the phone will be cheaper or free but make sure you check the monthly payment and call charges before signing. There is will be a compulsory monthly charge and most contracts commit you to a 24 month agreement, but if you are willing to pay more you may be able to get a 12 or 18 month deal.

To buy a contract mobile phone you will need a “proof of enrolment” letter stating that you are a Cardiff University student and giving your term-time address. You can obtain this “proof of enrolment” letter at the bank letter venue in the Students’ Union during the third and fourth weeks in September. See page 29.

Pay-as-you-go mobiles
Pay-as-you-go (PAYG) is the no-contract, no credit check, no-commitment and no-monthly bills way of getting a mobile phone. The biggest advantage of this is that it is impossible to run up a huge phone bill as you can only make calls once you have already paid for them. However, you will pay more to buy the initial phone and calls can be more expensive than on contract mobile phones.

You can buy PAYG phones from most shops without needing a “proof of enrolment letter” from the University.

Where can I buy a mobile phone?
Often mobiles phones are relatively cheap to buy, but expensive to use, especially if you are calling internationally. To compare the costs of different UK mobile phones and network companies see: http://www.uswitch.com/mobiles/
Carphone Warehouse are one of the largest independent stores selling mobile phones, but you can also buy a phone from supermarkets or mobile phone shops. It is a good idea to shop around.

Setting up an internet connection in private accommodation
If you decide to live in private accommodation or University-owned student house, you will need to find affordable broadband access along with TV and phone services. For more information on how to set up these services see the living in Cardiff section at: www.cardiff.ac.uk/new-students

Cheap ways for keeping in touch
There are several cheap ways for contacting your family overseas. These include international calling cards and online services such as Skype and FaceTime.

Sending Letters and Parcels
If you need to send a lightweight letter within the UK then you can simply stick a postage stamp to the envelope and put it in any post box. If you are unsure of how much the postage should be then take your letter to a Post Office for them to weigh it and advise how much it will cost to send.

Parcels should always be taken to a Post Office for weighing and dispatching. If you are sending a parcel overseas you will need to complete a customs form, available in the Post Office.

Delivery of parcels to your University accommodation
You can collect letters and parcels from Royal Mail from the reception at your University residence. However, residences staff are unable to sign for and accept parcels and deliveries on your behalf from private delivery companies. In special circumstances, Residences staff will accept a parcel from a private delivery company on your behalf, if you make prior arrangements with your Residences Manager.
Enrolment

To become a student of Cardiff University and gain access to the library and computing facilities, you will need to enrol online, preferably before you arrive in Cardiff. To enrol online you will need to confirm some personal details, confirm your course details and either pay your tuition fees or provide evidence of sponsorship for each year of your programme. For more information on paying your fees see page 26.

When can I enrol?

You will be sent an email from Cardiff University telling you when and how to enrol online approximately three weeks before the start of your course. You will use your username and password which you should have received already and be asked your student number and your date of birth. If you have any problems with online enrolment, please contact the enrolment team by email enrolment@cardiff.ac.uk

How do I enrol online?

To complete online enrolment go to http://sims.cardiff.ac.uk
You will be guided through a series of web pages which will enable you to check information held by the University about you, and update information where required.

We recommend you enrol online before arriving in Cardiff to avoid:
— delays in your student ID card being issued
— delays in being able to access University computing facilities
— delays at School enrolment
— delays in obtaining your bank letter which you will need to open a UK bank account

Once you have completed online enrolment you will be shown details of your course and the core modules which form part of the course that you are registered for on the “Confirmation of Student Enrolment” screen. You may wish to print this out for your records and to show that you have completed online enrolment (a copy will be emailed to your Cardiff University email address).

After online enrolment, you need to complete your School enrolment and attend School induction activities when you arrive in Cardiff. To find out where and when these are, see the School Enrolment Information web page for your School, your year and course.

Cardiff University student ID card

You must obtain your student ID card after you have enrolled. All students are required to carry their student ID card on campus and your identity card will also allow you to use the Students’ Union, sports facilities, libraries and IT rooms. You will need to collect your student ID card from the Students’ Union or from the Heath Park site depending on which campus you are based. For more information see: www.cardiff.ac.uk/new-students/enrolment/cardiff-university-student-card

In order to comply with the UK Government’s immigration rules, you must bring your passport, visa and where appropriate your ATAS certificate with you when you pick up your student ID card. University staff will make a copy of these documents. If you fail to collect your student card within 3 weeks of the start of your course, you are likely to be reported to UKVI as failing to arrive and attend classes at the University. This is likely to result in you being excluded from Cardiff University.

Your Biometrics Residence Permit

If you are successful in applying for a Tier 4 student visa outside of the UK (for longer than 6 months) you will be given a vignette (sticker) in your passport for 30 days to allow travel to the UK. You will also be given a letter informing you of the decision and details of where you must collect the BRP. If you provide the ACL (Alternative Collection Location) code of 2HE562 when making your visa application, it will be possible to collect your Biometrics Residence Permit (BRP) from Cardiff University during the enrolment process.
Academic support

You may find the pace and level of academic work higher than you have been used to when you start your course, but support is available within the University to help you improve your study skills.

Help on improving your study skills at Cardiff University

The Academic and Skills Development Centre runs free classes for undergraduate students who wish to improve their study skills and the grades they achieve.

The classes are multi-disciplinary allowing students to share good practice, often working in pairs or small groups on a range of topics, from note taking to essay writing. For more information see: www.cardiff.ac.uk/study/campus-life/facilities-and-services/student-support/academic-skills-classes

Postgraduate students can gain more support and advice by contacting their Course Director, Personal Tutor or using the online resources on the intranet.

Where can I go for help if I’m worried about my academic studies?

Your course director or personal tutor should be your first point of contact. Your personal tutor will be a member of teaching staff within your School who will be able to help you if you have any academic, personal or health concerns that are affecting your studies. They may also refer you to one of the other University advice staff if they feel you would benefit from speaking to a specialist. Your personal tutor should arrange to see you at least three times each year, but you can also arrange a meeting with them.

How can I arrange to see my Lecturers?

Your tutor or course lecturers will usually have office hours when they are available to see students. You can contact them at the end of classes or by email to arrange a time to meet. They may have a sheet of paper outside their office where you can sign up for an appointment.

Additional Support for Undergraduate Students

The Mentor Scheme aims to assist first year Undergraduate students make the transition to university life by matching new students with current undergraduate students from within their school. Mentees are encouraged to discuss anything that is causing them any problem. This may range from how to use the library, living in halls, referencing, homesickness to money worries. For more information see: www.cardiff.ac.uk/study/campus-life/facilities-and-services/student-support/mentorscheme

Help on improving your Mathematical skills at Cardiff University

The Maths Support Service provides additional classes and drop-in sessions for all students. The aim is to help you enhance your mathematical skills, so you are successful in both your degree and also in future employment.

Where can I access English language support?

The University offers a variety of Insessional English language and study skills courses specially designed to help international students succeed. If English is not your first language, you may find you need extra support understanding lectures, seminars and completing assignments. Some Schools have their own programmes of language and study skills support for international students which are specifically developed to meet the needs of a particular course or subject area. Further details on the web www.cardiff.ac.uk/elt/insessional

What can I do to prepare for studying in Cardiff?

There is a free pre-arrival interactive website for international students that provides examples of what it is like to study at a UK university www.prepareforsuccess.org.uk

Semester dates 2017 – 2018 for undergraduate courses*

<table>
<thead>
<tr>
<th>Semester 1 (Autumn Term)</th>
<th>Semester 2 (Spring Term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 2 October 2017</td>
<td>Monday 29 January 2018</td>
</tr>
<tr>
<td>Friday 26 January 2018</td>
<td>Friday 15 June 2018</td>
</tr>
<tr>
<td>Christmas Holidays</td>
<td>Easter Holidays</td>
</tr>
<tr>
<td>Saturday 16 December 2017</td>
<td>Saturday 24 March 2018</td>
</tr>
<tr>
<td>Sunday 7 January 2018</td>
<td>Sunday 15 April 2018</td>
</tr>
<tr>
<td>Exam period in semester 1</td>
<td>Exam period in semester 2</td>
</tr>
<tr>
<td>Monday 15 January 2018</td>
<td>Monday 14 May 2018</td>
</tr>
<tr>
<td>Friday 26 January 2018</td>
<td>Friday 15 June 2018</td>
</tr>
</tbody>
</table>

*The academic year dates for postgraduate students and anyone studying a health-related subject can vary according to the course you are studying but often follow a similar pattern. Your School will send you the academic year dates.
Will academic study at Cardiff University be similar to how it is in my country?

You are likely to find that there are some things that are similar but many things are going to be different. Many people find that studying at university is a new challenge, and they need to find different ways of working and studying effectively. As with all aspects of life in a new country and culture it is important to keep an open mind and be flexible. If you are unsure about anything, ask your personal tutor, or someone in your School.

What different types of classes will I be expected to attend?

**Lecture**
This is a large class (sometimes over 100 students), that typically lasts from 1 to 2 hours. The lecturer will give a general overview of a topic and you will need to take notes. There is usually little opportunity to ask questions during lectures.

**Seminar**
This is a small class of around 15 students or fewer and typically involves a lot of student interaction. The lecturer may notify you of a topic for discussion in advance and sometimes a group of students will prepare a short presentation. The aim is for the students to analyse the topic through discussion and learn from other students. Reasoned argument is encouraged; don’t be afraid to speak out, to challenge others, (including the lecturer) and contribute your ideas.

**Tutorial**
This is a meeting between a tutor and an individual student or small group of students. It can include discussions and student presentations related to a particular topic if it is a small class. If it is a one to one meeting between you and your tutor, it will be an opportunity for you to discuss the progress of your work, and to tell the tutor about any problems you are having with a topic or with study methods.

**Practical work**
On many courses you will have practical workshops, e.g. in laboratories, intended to give you practical application of the theories studied.

**Independent study**
University study in the UK is aimed at encouraging a high level of independence and self-directed study. This means that you will be given guidance and help, but you will be expected to do a great amount of work on your own. This requires lots of self-motivation. You will be expected to learn key skills such as critical analysis and problem-solving and develop your own ideas.

How will I be assessed?

Assessment methods vary from one school to another, but they include:

- written examination, normally essays rather than multiple choice questions
- course work including written essays, reports and dissertations
- group work projects
- presentation to a seminar
- practical assessments

Undergraduate courses generally include a mix of essays, projects, presentations and practical assessments. Examinations are normally held in January and May/June.

Taught postgraduate courses also include a mix of assessments, but students are normally required to carry out a large research project in the summer. You may also be required to sit exams in January and May/June.

PhD and MPhil students are assessed annually via a progress monitoring system and submit a final written thesis which is examined orally (the viva).

What do the grades 1st, 2:1, 2:2 and 3rd mean for assignments?

These are classes of degree. The highest grade is a 1st which is roughly equivalent to an ‘A’ grade or over 70%. This is followed by 2:1 (B or ranging between 60% and 69%), 2:2 (C or between 50% and 59%) and 3rd (Pass or under 49%). A 2:1 is considered a good grade and a 1st is usually very difficult to obtain.

Organising your studies

In the UK students often work independently, studying on their own for long periods of time. To get the greatest benefit from your course you need to organise your time carefully, as simply attending lectures will not be enough for you to pass your degree. At the start of your course you should know how much work you are expected to do and the important dates for completing it. Undergraduate and taught postgraduate students are given a School Course Handbook which will outline what is expected of you. It will give information on:

- The course content
- How the course is going to be taught, e.g. by lectures, seminars, group work etc.
- How you will be assessed, e.g. by examination and/or written work and what proportion of your overall mark a piece of work or examination represents
- When the assessments will take place and what marks you need to obtain to pass the course.
Additional facilities for postgraduate students

Postgraduate study space
Cardiff University has dedicated study facilities for postgraduate taught and research students on both Cathays and Heath campuses.

Postgraduate social activities
The Students’ Union and its Postgraduate Association offers a dedicated programme of social activities for postgraduates during the year, see www.cardiffstudents.com/whatson/postgrad/

The Doctoral Academy
(formerly the University Graduate College)
If you are studying for a PhD at Cardiff, you will have access to the Doctoral Academy’s Programme. This extensive package of workshops and training events will give you the opportunity to develop the wider professional skills which are essential for a career in academia, industry, the public sector or the charity or voluntary sector.

The Doctoral Academy also runs “Starting Out” induction sessions at each enrolment point: October, January, April and July. This event will introduce you to the nature of the research degree, the University support for your research and career development, and to the individuals who will become your friends, colleagues and perhaps even collaborators – other research students.

In addition to workshops, the Doctoral Academy enables researcher development by providing opportunities for involvement in student-led conferences and for obtaining funding for student-led interdisciplinary activities which enhance the research environment.

The Doctoral Academy office is based in the impressive Hadyn Ellis building, which offers purpose built training facilities as well as space for researchers to meet and share ideas. For more information see www.cardiff.ac.uk/ugc

Course books

Where can I get a reading list before I start my course?
You should contact your School to obtain any available reading lists prior to arriving at Cardiff.

How will I get my course books?
The libraries are conveniently located close to the academic schools, and offer a wide range of information resources in print and online. Most libraries have group study and quiet rooms, as well as social and individual spaces. They stock multiple copies of recommended text books and have long opening hours, including evening and weekends.

Your student ID card is also your library card, so you can borrow books from any of Cardiff University’s libraries as soon as you have obtained your student ID card. Simply take the books you would like to borrow to one of the staffed service desks or self-issue points in the library, together with your student ID card. Undergraduate students can have 12 items on loan from University libraries at one time.

You can easily locate resources for your assignments, check your library borrowing, renew loan periods and reserve items using the online library catalogue (and mobile app).

Early in your course, you will be given an introduction to library and IT facilities. Friendly staff will be available to give help and advice; printed and web-based guides are available on a range of topics; and you can also attend workshops and seminars to help you to make effective use of resources and facilities. A guide to using Voyager, the library catalogue is available online: http://library.cardiff.ac.uk/

For more details of the books, journals and electronic resources available see www.cardiff.ac.uk/insrv/libraries

Buying course books
If your course books are in high demand you may find that you have to wait to use them and you may only be able to borrow them for a short time. You will therefore probably need to buy important course books and you should budget for this.

Essential course books are likely to be available in Blackwells bookshop located in Cardiff University Students’ Union. You may also be able to buy the books on your reading list before you arrive in Cardiff. For more information email: cardiff@blackwells.co.uk
web: www.blackwells.co.uk

It is often a good idea to wait until you are in Cardiff before buying course books. You may be able to share books with friends, and you won’t have to carry them from overseas.
Help and Advice

Sometimes people run into difficulties and need a little extra support. For every kind of problem there are trained people at hand to offer help. Every student at Cardiff University is also allocated a personal tutor to help you with any academic problems you may have (for information about academic support see page 33).

The Student Support Centre

The Student Support Centre is a dedicated facility on campus to help students with any problems or questions. Their website is www.cardiff.ac.uk/studentsupport

Within the Student Support Centre you will find the following services:

International Student Support

International Student Support is dedicated to the welfare of International students. They can help with many aspects of being an international student in the UK including:

- Immigration advice and assistance with visa extensions
- Employment regulations
- Financial advice
- Daily life in the UK

To contact International Student Support email iss@cardiff.ac.uk

Counselling Service

The Counselling Service provides help with more personal problems that may arise while you are a student at Cardiff. This service provides a confidential safe space where counsellors will work with you to help you to explore your situation or difficulty in private without judging you. Counsellors are very used to dealing with a wide range of personal and emotional difficulties. Counsellors also provide several free workshops which help students adjust to living in the UK and build friendships. The service also has a well-developed email counselling service and a range of online self help tools. For further information please contact: counselling@cardiff.ac.uk

Help before you arrive

If you need help before you arrive, the International Office can provide assistance and answer any questions, email: international@cardiff.ac.uk
Disability and Dyslexia Service
The Disability and Dyslexia Service provides information, advice, guidance and a range of services to support disabled students. The Disability and Dyslexia team can assist disabled students, which includes students with medical conditions, physical and sensory impairments, physical and mobility impairments, mental health difficulties and specific learning difficulties, on matters relating to:
- Accommodation
- Applications for disability funding
- Screening and assessment for dyslexia and other specific learning difficulties
- Study skills tuition
- Access to support workers
- Access to and training on assistive technology

To contact the Disability and Dyslexia Service email disability@cardiff.ac.uk

Extra Support for you

Where can I go if I just want to chat?
www.cardiffstudents.com/activities/studentled/nightline
If you ever feel alone and would like to speak to someone or would simply like information on anything from cinema times to exam dates you can ring Nightline between 20.00 and 08.00 seven days a week during term time. This service is run entirely by trained student volunteers.
Telephone +44 (0) 29 2087 0555

Advice and Representation Centre (ARC) in the Students’ Union
www.cardiffstudents.com/advice
The Centre provides information, independent advice and representation for all Cardiff University students. They can help you with academic, consumer, financial and housing issues as well as general advice about student life.
To contact ARC email advice@cardiff.ac.uk

The International Officer in the Students’ Union
The International Officer is an officer elected by and for the students at Cardiff University. They help campaign on behalf of students from outside the UK on issues such as fees, equality and employment rights.
They work closely with staff in the ARC and the Vice President Societies and Campaigns Officer to make you feel welcome, safe and happy during your time in Cardiff University.
Email: internationalofficer@cardiff.ac.uk
Living in Cardiff

Cardiff is an excellent city in which to live and study. As the capital of Wales, it has a large choice of social and leisure activities available and caters for all tastes. It is developing constantly and the number of facilities and amenities increases all the time. Known as one of the greenest cities in the UK, the city has more than 330 parks, gardens and peaceful spots. It is renowned for being vibrant and friendly and easy to get around.

From Cardiff it is easy to explore the beautiful countryside of South Wales and Southern England. London is only two hours away by train.

To find out more about the city and information about festivals and events on in Cardiff, visit the Tourist Information website www.visitcardiff.com
How will I feel when I first arrive?

When moving to a new city it can be difficult to adjust to the new way of life and adapt to a new culture. You are likely to experience a whole range of emotions. Some of these feelings will be surprising, confusing, frustrating and can make you feel anxious. This is known as “culture shock” and almost everyone who studies, lives and works abroad will experience this to some degree. Differences in climate, food, dress, behaviour and language can all contribute to feelings of loneliness, disorientation, irritability, increased vulnerability and reduced confidence. Culture shock can affect anyone and is a very normal reaction for international students as they adjust to a new environment.

The best way to deal with culture shock is to try and understand the different situation you are in and how it makes you feel. In this way, you can work out how best to respond to the difference and so reduce your anxiety. Focusing on things you like in the new culture rather than the things you do not like will help keep your spirits high and enable you to be more tolerant of your environment.

These feelings will pass and you will settle into student life. However, if you do feel that you are unable to cope, ask for help from the Counselling Service and Student Union’s Advice and Representation Centre (see page 37). They will understand the problems you may be having and will listen sympathetically.

How do I get around Cardiff?

Cardiff is a small city so you will find that you will be able to walk or cycle to most places. The Students’ Union, student residences and city centre are within a short walk of one another. There is also a regular bus service around the city. Details of timetables and fares can be obtained from the Cardiff Bus website www.cardiffbus.com

Taxis can be a good way to get around if you have lots to carry. They are quite expensive but less if you share a taxi with your friends and split the cost. Taxi companies in Cardiff include:

- Capital Cabs – 029 20 777 777
- Dragon Taxis – 029 20 333 333
- Premier Taxis – 029 20 555 555

Advice about taxis

1. Always take a taxi that is registered with Cardiff City Council. Their licence is yellow and should be displayed at the back of the taxi. The taxi driver should also have their licence with their photograph displayed in the taxi.

2. Always find out the price of the journey before you get in the taxi.

3. Always pay for the journey when you have reached your destination, never at the start of the journey.

4. Always sit in the back of the taxi behind the driver.

Will I be able to drive in the UK?

If you hold a valid driving licence or international driving permit from your home country you can drive a car for up to 12 months in the UK. After 12 months you must obtain a UK driving licence and pass a driving test to be able to continue to drive legally. Before you drive in the UK the car or motorbike must be registered, taxed, insured and MOT’d. An “M.O.T.” is a test which must be carried out by a certified garage; they test that your car is safe to drive. If your car fails its MOT test then you need to pay for work to be done on your car so that it will pass the test. You must have insurance and tax on the vehicle, as driving in the UK without these is illegal. For more detailed information about driving in the UK see www.ukcis.org.uk/Information--Advice/living-in-the-uk/driving.

Planning to travel to Europe during the University vacations?

If you want to travel to certain countries in the European Economic Area you may need to apply for a Schengen visa. These visas are valid for three months and the International Student Support Team offer advice on how to apply (see page 36). Please make sure that you start planning for this visa at least two months before your holidays, as the application process can take a long time.

For more information about Schengen visas contact ISS@cardiff.ac.uk
Shopping

Cardiff has one of the best UK shopping experiences outside of London. The city centre offers a huge variety of shopping with a range of indoor, outdoor, old, modern, high street and designer shopping. Shops are usually open 09.00 – 17.30 Monday to Saturday, although many supermarkets are open from 08.00 – 22.00 and larger supermarkets may be open 24 hours. Most supermarkets are open also on Sundays from 10.00 – 16.00. Many large stores as well as small newsagents and grocery shops are also open for a shorter time on Sundays.

Food Shopping

Cardiff has a large covered market in the central shopping area. You can buy almost anything in the market. It is an excellent source of cheap fish, meat, fruit and vegetables. You can also buy cheap crockery and cooking utensils there.

Supermarkets

You will find that supermarkets are some of the best places to stock up on provisions, as there is likely to be one near where you are staying. Lidl supermarket is located near the University on Maindy Road, but the largest supermarkets are located some distance from the city centre, including Tesco, which is next to the Talybont Residence. Many students order their groceries online and have them delivered to their University residence. You must be at home when your groceries are delivered because you need to sign for the delivery. You will need to give the supermarket company your mobile telephone number, so that they can ring you when they arrive at your residence reception.

International Food Stores

There is a wide range of specialist international food stores in the city where you will be able to find most of the foods you are used to eating at home. These include shops that sell Halal, Chinese, Indian and African foods and many other food products from around the world. It is also a good idea to join an international society and learn where other students shop.

Religion and Faith

In the UK there is freedom to follow any religion and any faith. The largest faith community is Christian and there are good relationships between the major religions. The vibrant international community at the University offers great opportunities for meeting people of your own and other religions.

Where can I find others who share my religion?

There are various religious societies within the Students’ Union representing different faiths which you can think about joining, including the Islamic, Jewish and Christian societies. Details of these can be found at www.cardiffstudents.com/activities/societies

University Chaplaincy

The Chaplaincy is a place of friendship, hospitality, prayer and support. It offers opportunities for students to relax and to explore faith and spirituality. The Chaplaincy welcomes individuals from all parts of the world regardless of their nationality or religion and is committed to encouraging discussion between students of different faiths and backgrounds. The Chaplaincy is based in Cathays campus and is home to Anglican, Methodist, Catholic and Eastern Catholic chaplains. The Muslim Chaplains are based at Darulisra Muslim Education and Welfare Centre very close to the University. All Chaplains understand and are committed to providing a place of friendship, hospitality, reflection, support for all students from all faiths or none. For further information about the Chaplaincy and all faiths including details of places of worship near the University see: www.cardiff.ac.uk/study/campus-life/facilities-and-services/practising-your-religion

Prayer rooms

The Anglican and Catholic chaplaincies have public chapels where daily worship is held and individuals may go for prayer or reflection. There are also a number of quiet rooms for prayer and contemplation across the Cathays and Heath campus. For more information see: www.cardiff.ac.uk/study/campus-life/facilities-and-services/practising-your-religion

Where can I find places of worship in Cardiff?

You will find that there is a wide range of religious organisations and places of worship in and around Cardiff.

Religious facilities outside the University

Buddhism

The Cardiff Buddhist Centre
www.cardiffbudhistcentre.com
Aro Ling Cardiff – Buddhist Centre
http://aro-ling.org/cardiff

Christianity

St. Andrew & St. Teilo Cathays (Anglican)
www.cathaysparish.org.uk
Woodville Baptist Church
www.woodvbap.org.uk
St. Peters (Catholic)
www.stpeters-roath.co.uk

Cathays Methodist Church
www.facebook.com/cathaysmethodist

Hinduism

Shree Kutchi Leva Patel Samaj
www.facebook.com/skpcardiff
Swaminarayan Temple
www.swaminarayanwales.org.uk

Islam

Darul Isra (Muslim Community Centre)
www.facebook.com/darulisra

Judaism

Cardiff United Synagogue
www.cardiffshul.org

Sikhism

Sri Dasmais Singh Sabha Gurdwara
Bhatra Sikh Centre
www.worldgurudwaras.com/world-gurudwaras/united-kingdom/wales/south-glamorgan
The Students’ Union

When you enrol at Cardiff University you also become a member of Cardiff Students’ Union. The Union is run by students, for students and is dedicated to the social and welfare needs of all students on campus. Being a member means that you are entitled to a wealth of benefits, entertainment, support, services and activities. The Athletic Union is one of the biggest in the UK, and there are a huge number of sports clubs to get involved in. You can also get involved in Cardiff’s four award-winning student media platforms: the student newspaper, gair rhydd (meaning “free word” in Welsh), Xpress radio, Quench magazine and Cardiff Union TV. For more information see: www.cardiffstudents.com/activities/studentmedia

The Lounge in the Students’ Union is a fantastic place to meet friends and relax and is very popular with International Students. It is an ultra-modern space with meeting rooms, a large TV screen and booths with Skype capabilities.

The Union also has a range of cafés where you can have a good meal. It is a great place for entertainment in the evening, with low prices and its own night-club, making it a popular choice for many students. There is also a range of shops selling everything from computers to course books, food, houses and essay printing.

Student societies

Within the Union, there are over 170 student-led societies. These range from cultural and international groups to political, ideological and performance groups. They provide the opportunity to try something new, almost every week. They offer a huge range of activities, from going on trips and holidays, making music, volunteering your time and energy for a worthy charity, to celebrating a national day or religious event and more. Becoming involved in a society is an excellent way to make friends, discover new interests and add to your CV. During the first week of term there will be a Societies Fair in the Students’ Union, which is an ideal opportunity to find out more about the societies and join those which interest you. But if you miss this don’t worry, you can join a society at any time throughout the year online www.cardiffstudents.com/societies

International societies

There are many International Societies which reflect the multicultural environment of Cardiff University such as the International Students’ Association. These societies are ideal for combating culture shock, as wherever in the world you have travelled from, you are sure to find other students who share a common bond. Similarly, there are lots of religious societies that provide new students with the chance to worship and express their religious beliefs. If there is a particular culture or country you feel should be represented, you can always start one yourself by getting in touch with the Vice President for Societies & Campaigns at VPSocieties@Cardiff.ac.uk

Departmental societies

Most courses at University have a corresponding society. Whether you study Business or Medicine, Engineering or Law, you will find a society in which you can meet fellow course-mates. Joining a course society gives you the opportunity to make new friends who are interested in the same area of study as you, and also the opportunity to share ideas and provide helpful advice. Whatever course you study, you can join any course society, so if you have an interest outside your degree, joining one can allow you to explore new subjects.
Sports and sports clubs

Getting involved with a sports club is a great way to make friends while at University. All levels of sport are catered for and you will be made to feel welcome at any of the sports clubs, whatever your standard.

The Athletic Union currently supports around 60 sports clubs ranging from recreational to competitive sports and competes against other British Universities in BUCS (British Universities and College Sport) competitions. All sports teams are run by students for students, and details of all sports clubs and how to join can be found online [www.cardiffstudents.com/activities/](http://www.cardiffstudents.com/activities/).

The Intra Mural Games (IMG) is the name of the University’s recreational sports league. The IMG gives you the chance to play sports on a more informal basis with groups of friends or other students from your School. If you love playing sport but don’t have time to commit to busy training schedules or just want to keep active with a weekly kick around then the IMG is for you.

During your first week at Cardiff you can visit the Sports Clubs Freshers’ Fair where you can find out what clubs exist, meet members of those clubs and join any clubs you would like to become involved with. Membership fees range from £5 to £100. For further information on each of the clubs or details on how to get involved see [www.cardiffstudents.com/activities/au/list/](http://www.cardiffstudents.com/activities/au/list/).

Sports Facilities

The University has a range of gyms, fitness classes and sports facilities if you are looking to keep fit and healthy or play casually with friends without joining a sports club. The Sports Training Village at Talybont Residences has a wide range of facilities including; a gym, a physiotherapy clinic and two large sports halls.

There are two gyms on the Cathays campus, the Strength and Conditioning Centre and the Fitness and Squash Centre both have outstanding gym facilities. Here you can also take part in different fitness classes, or enjoy beauty treatments in the wellbeing clinic.

Away from the city centre the University also has a 33 acre site of high quality football, rugby, lacrosse and American football pitches. These playing fields were used as one of the official football training venue during the London 2012 Olympic Games. For more information on all the sports facilities see: [www.cardiff.ac.uk/sport](http://www.cardiff.ac.uk/sport).

High Performance Sport Programme

The Cardiff University Sport High Performance Support Programme is open to all undergraduate and postgraduate students at Cardiff University. To be eligible you must have at least represented your country at junior or senior standard or be recognised by your governing body as having outstanding potential. The main aim of the programme is to support young, talented sportsmen and women through their time in Higher Education at Cardiff University.

For more information on the programme or the MCC Universities Cricket Programme contact the Performance Sport Officer – Paul Jones: jonespd4@cardiff.ac.uk.
Working in the UK

Can I work while I am studying in Cardiff?

Most students in the UK have immigration permission which allows them to work during their studies. The hours and type of work you can do are restricted and depend on the type of course you are doing. You can work in the UK if you have a Tier 4 student visa in your passport or biometric residence permit (identity card) which says any of the following:

- Work (and any changes) must be authorised
- Able to work as authorised by the Secretary of State
- Restricted work in term-time

A restriction means that you can work without obtaining permission for a restricted number of hours a week during term-time.

Your vignette or identity card may say something a bit different from these examples, but you can work unless it says:

- No work, or
- Work prohibited

If you have entered the UK as a “short-term student visitor” you are not allowed to work in the UK (paid or unpaid) or do any work placement as part of your course.

Don’t work if you are not allowed to, or work too many hours. This is illegal! UKVI treat this very seriously and will remove you from the UK.

If you are uncertain of the meaning of the statement placed in your passport regarding permission to work, please check when you arrive in Cardiff with the International Student Support or contact them on: ISS@cardiff.ac.uk

Work placements

If you have a Tier 4 student visa and you are studying at degree level, you can work full-time on a work placement as long as the work placement is less than 50% of the length of the course. Your work placement must be an assessed part of your course, and it can take place at any point in your studies.

Changes to the immigration rules on working in the UK

The advice in this chapter was up-to-date when we published it in May 2017. However, the UK Government often change the immigration rules about working in the UK, so you MUST check the following website for the most up-to-date information:

www.ukcis.org.uk/Information-Advice/working/can-you-work
What sort of work can I do during my studies?

You can do most kinds of work, but you must not:

- be self-employed
- be employed as a professional sportsperson or sports coach
- be employed as an entertainer
- be employed as a Doctor or Dentist in training, unless you are on a recognised foundation programme
- take a permanent full-time job.

How many hours a week can I work?

If you have a Tier 4 student visa and are studying at degree level (for example undergraduate or postgraduate degree), then you are allowed to work up to 20 hours a week during term time and full-time during your holidays. You are also allowed to do a work placement or an internship that is part of your course.

If you have a Tier 4 student visa and you are studying below degree level, (for example, an English language pre-sessional or Bridge course or International Foundation Programme) then you are only allowed to work up to 10 hours a week during term-time and full-time during the holidays.

This is a complex area depending on your circumstances. You should contact International Student Support for more information about your working entitlements.

Where can I find employment opportunities?

Unistaff Jobshop is the on-campus student employment service. It is a free service for all Cardiff University students and is a good starting point for your search for casual employment. The Jobshop operates as a temporary student employment agency providing part-time jobs with the Students’ Union, University and outside companies as well as providing an introductory service to local employers.

All vacancies that are advertised by the Jobshop pay at least at the adult National Minimum Wage (currently £6.70 per hour if you are over 21) regardless of age. Once you arrive in Cardiff, you can register by calling into the Jobshop in the Students’ Union building with your student ID card and passport. For more information, see www.cardiffstudents.com/jobs

What types of work will I be able to get and how much do they pay?

In the UK, levels of pay vary for different types of work. Generally students obtain part-time casual work paid at the minimum wage. Typically this includes working in a shop, as a campus tour guide, in a restaurant or bar or as a cleaner. There are three levels of minimum wage, depending on your age.

For more details go to: www.gov.uk//national-minimum-wage-rates

One of the conditions of being admitted to the UK as a student on a Tier 4 visa is that you have enough money to maintain and support yourself and your dependants, without working. This means that you cannot rely on securing part-time work to pay your fees or living expenses.

Voluntary and community work

Voluntary work is unpaid work for charities and in the local community. It gives students a great opportunity to develop new skills, meet new people and be involved in something worthwhile.

Student Volunteering Cardiff offers a variety of voluntary work placements which will develop communication and team skills, increase work experience (and improve CVs) and help you experience different aspects of British culture. It will also help you to improve your English.

If you are considering volunteering it is advisable to bring with you a Certificate of Good Conduct from your country as there are some regulations for volunteers working in the UK, especially when working with children. If you do not have one, don’t worry – some placements don’t require one.

For more information contact the Student Volunteering Cardiff Office by email generalenquiries@svcardiff.org or see the website www.svcardiff.org
If you are interested in working in the UK after you have completed your studies, you can gain more information about the various schemes that you may be eligible for from:

www.ukcisa.org.uk/Information-Advice/Working/Workingafter-studies
www.gov.uk/browse/visas-immigration/working-visas

Some international students can further develop their employment skills by applying to participate in Careers & Employability schemes. These include the Cardiff Award, Classroom Experience Project and paid Internships and unpaid Insights in Cardiff and the surrounding area.

The Careers & Employability Centre also offers specific career services for international students including:
- 30 minute international consultations
- career workshops covering UK employment regulations, CV writing, work experience ideas, global job search strategies and alumni networking events
- Job and internship opportunities

Careers and Employability Centre
The University’s dedicated Careers & Employability Centre offers advice and support on:
- searching for work
- obtaining work experience
- choosing a career
- employer information
- further study

A wide range of graduate employers regularly participate in a wide range of events and careers fairs organised by the Career and Employability Centre throughout the year.

Developing the right skill to get a good job
The Skills Development Service provides a range of courses aimed at building your confidence and increasing your personal effectiveness and job prospects. These short courses include making presentations, teamwork, problem-solving and time management. For further information and to apply online for these courses see
www.cardiffstudents.com/jobs_skills/skills_development_service

Student Enterprise
Cardiff University also offers Student Enterprise, designed to provide developmental training and competitions if you are interested in becoming an entrepreneur and starting your own business. For more information see:
http://sites.cardiff.ac.uk/cuenterprise/
Staying Safe and Healthy

Before you come to the UK

Do I need any vaccinations or health checks before coming to the UK?

We recommend that you are vaccinated against tuberculosis, tetanus, polo, diphtheria, meningitis C and measles, mumps and rubella (MMR). Current advice is that two doses of the MMR vaccine are needed to give you adequate protection.

For students studying medicine, dentistry, nursing and other health-related courses please check the immunisation details requested on the Pre-Course Occupational Health Questionnaire sent to you.

These precautions are necessary to ensure that you are properly protected from potentially serious illness. We strongly advise you to check with your doctor before leaving for Cardiff to confirm that these immunisations are up-to-date. If you have any queries about the vaccinations you require, please contact the University Health Centre by email health@cardiff.ac.uk

A Doctor’s Report

If you are having any medical treatment or you have had any serious illness in the past, please bring a doctor’s report with you in English. The report should give details of the illness, any medicines you are still taking and any future treatment needed. You should give this report to your new doctor that you will be registering with, when you arrive in Cardiff.

Do I need medical insurance?

If you have paid the immigration health surcharge as part of your visa application, then you will qualify for free NHS hospital treatment. If you are coming for less than 6 months you are generally not entitled to free NHS treatment. You should make sure you have adequate medical insurance to cover medical costs if you fall ill and also to cover additional possible costs resulting from illness. These can be substantial and include:

- Lost fees if you are unable to complete your course
- The cost of returning home if a relative is ill
- Cost of a relative visiting you in the UK if you fall ill
- Cost of returning to your home country for treatment

- Or in the worst possible situation, returning a body home for burial

Even if you are entitled to free NHS treatment while in the UK, you should consider taking out insurance which covers the above additional costs because you are not entitled to free health care for illnesses that existed before you arrived in the UK or anything that happened on the way to the UK. Even if you are covered by the NHS for medical treatment, you may find that there are long waiting times of several months for services. An insurance policy which gives you access to private medical care could give you much quicker access to the treatment you need.

If you already have medical insurance in your home country, check whether you can extend it to cover your stay in the UK, as well as looking at options available from UK insurers. Endsleigh Insurance provide student insurance product.

For more insurance information see p17 of this guide or:
https://travel1.endsleigh.co.uk/InternationalStudent.aspx
Healthcare in the UK

When you arrive in Cardiff there will be lots of changes to cope with including adjusting to the unfamiliar UK food, different climate and the emotional strains of being away from home. You may find that you pay less attention than usual to your health. So here is some useful advice on how to find medical treatment in the UK and information on what health care is free.

Immigration Health Surcharge

If you are coming to the UK for more than 6 months, as part of your Tier 4 visa application you will be required to pay a charge to cover any health care treatment that you may receive whilst in the UK. The charge will be calculated at £150 for students and their dependants for every 12 month grant of leave. You will pay half of the yearly amount if your application includes a part year which is less than 6 months. If your application includes part of a year that is more than 6 months you will pay for the full year.

Am I entitled to free medical treatment in the UK?

If your course is 6 months’ duration or more you will qualify for National Health Service (NHS) treatment. You must also register with a doctor (see above).

This is the UK’s state health service which provides treatment on a wide range of health care services. If you are entitled to NHS treatment the following services will be free of charge:

- Medicine you require on prescription – this is free in Wales (but not throughout the UK)
- Consulting a doctor/General Practitioner (GP) and most other GP services (e.g. visiting a doctors’ surgery/clinic)
- Treatment in a hospital (both emergency and non-emergency treatment)

You are likely to pay for:

- Some GP services (e.g. vaccinations for travel and getting a sickness certificate)
- Dental treatment

- Optical treatment (you can get free and reduced-price optician services through the University’s School of Optometry)
- Any illness or conditions which existed before you arrived in the UK.

I’m coming to Cardiff for less than 6 months, can I have free medical treatment in the UK?

If you are studying for less than six months you are only entitled to free non-emergency health care at the GP surgery. You will have to pay for any hospital visits, e.g. if you need care for a broken bone or you fall seriously ill with a bad infection or disease. So you must take out health care insurance for your time in the UK. For more information on medical insurance see p46.

How do I register with a doctor?

In the UK, non-emergencies are dealt with by a doctor known as a General Practitioner (GP). You need to register with a doctor before you are treated, so you must do this within the first week of your arrival in the UK. You do not pay to register with or to consult with a doctor. Women can see a female doctor. GP appointments are short – only five minutes or ten minutes, but your GP will refer you to a consultant – an expert – if you need extra or special treatment, like an operation. If you are living in University accommodation, registration with a doctor can be arranged through your hall of residence. Ask the residence manager for details. Or you can register with a GP by going to the doctor’s surgery. Names and addresses of doctors can be obtained from www.nhsdirect.wales.nhs.uk/localservices/

Where can I find a dentist?

Although dental treatment is available on the NHS, it is not always free. You may receive a dental health check-up without being charged but additional dental treatment will be payable depending on individual circumstances. You can choose which NHS dentist you want to be registered with (it does not need to be the dental practice closest to your residence), but you need to be registered with a dentist before you receive treatment from them. To find a list of NHS registered dentists (these are considerably cheaper than private dentists) see www.nhsdirect.wales.nhs.uk/localservices/

Where can I get further health advice?

If you or your family are feeling ill, NHS Choices can be a helpful source of advice and information. The NHS website and telephone service can provide information about the provision of local services, such as doctors’ surgeries, dentists, opticians and pharmacies. NHS Choices also provides a confidential health care advice and information service 24 hours a day. Tel: 111 www.nhs.uk

Your Personal Safety

Cardiff is a safe city, but like all cities you have to be sensible. The vast majority of international students enjoy a positive and rewarding experience during their stay in Cardiff.

Security on campus

The University Security Centre provides 24-hour security cover for the University campus and halls of residence. A comprehensive CCTV camera system operates throughout the University campus, including some of the large residential sites. The cameras are used to direct security staff to incidents, and the Centre works in close liaison with the police. If you have any personal security concerns, require some security advice, or wish to report a crime, telephone the Security Control Centre: Tel: 029 2087 4444 Email: securityservices@cardiff.ac.uk
Bringing your family to Cardiff

Before making the decision about whether to bring your family to Cardiff, you will need to consider whether the immigration rules allow them into the UK, your financial position and whether your partner and children will adapt to life in the UK.

Can my family/dependants stay with me in the UK during my studies?
UK immigration authorities will only allow your dependants to obtain visas to come to the UK. Your dependants are considered to be your partner/husband/wife and any dependant children you may have.
They can stay with you in the UK if:
- You are government-sponsored and your course is over 6 months long, or
- You are doing a postgraduate level course of 12 months or longer.

Where can I get more information?
For more advice on a wide range of issues including immigration, accommodation, health, employment, schools and childcare for your family see: www.ukcisa.org.uk/Information-Advice/Visas-and-Immigration/dependants

Can my family members work while I study in the UK?
They will be able to work if they have a PBS Dependant visa. They can take up any type of employment (except as a doctor or dentist in training). They can also be self-employed.
Your dependants must check the conditions on their visa. They are allowed to work as long as it does not say:
- no work,
- work prohibited
If they are unsure, they should check with the International Student Support Team (see page 36).
Visas for your dependants

Where can we find advice and guidance on the PBS Dependant visa process?
Before your family members apply for their dependants visa they should carefully read the UKCISA guidance notes.
www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/dependants

Where should my family apply for their dependants’ visa?
Your family should apply for their visa online. They will need to have their fingerprints and photograph (known as ‘biometric information’) taken at a visa application centre as part of their application.
Find your closest visa application centre at: www.gov.uk/check-uk-visa

How much money do my dependants need to show?
Your dependants must be able to show evidence that they have living expenses of £680 per month up to a maximum of nine months (£6,120), depending on the length of leave you will be issued.
Your dependants should submit bank statements with their visa application to show they meet the required living expenses. The money can be in an account in your name or your dependant’s name. The UKVI are very specific about the financial documents they accept as proof that you meet the living expenses. Please see page 9 for more information.

If you are sponsored by an official financial sponsor and are providing a sponsor letter to confirm that you meet the required living expenses for yourself and your dependants, this letter must state the names of all dependants. Please read the PBS (Dependant) Policy Guidance carefully to ensure that the required living expenses are met:
www.gov.uk/tier-4-general-visa/family-members

What documents will my family need for their PBS Dependant visa?
Each dependant will have to provide the following documents:
– Completed online application;
– Valid passport;
– One passport-sized colour photograph, not more than one month old;
– The application fee which is the equivalent of £310 in local currency;
– Evidence that they have enough money to meet the maintenance requirements;
– Evidence of their relationship to you e.g. marriage or birth certificate.
– TB Certificate (if required)

A photocopy of each document in addition to the original should be submitted.

Changes to the immigration rules on your family’s immigration

The advice in this chapter was up-to-date when we published it in May 2017. However, immigration law regularly changes, so you MUST check you have the most up-to-date information by checking the following websites:
www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/dependants

You must make your preparations well in advance. It is particularly important that you ensure that your finances are arranged and that you have organised suitable accommodation for you and your family.
Family accommodation

We strongly advise you not to bring your family to Cardiff until you have suitable accommodation for them, which may mean travelling to the UK alone and making arrangements for your family to join later.

What types of family accommodation are available?

University flats for couples and families
There is a small number of University flats available for couples without children and for couples with children, in the first year of study. There is a very limited number of this type of residence, so we are not able to guarantee this accommodation.

Full details about couples/family University accommodation can be found at www.cardiff.ac.uk/residences

Private family accommodation
There is a wide choice of privately rented accommodation in Cardiff. However, it can take you some time and expense to find suitable family accommodation at a price that you can afford. If you are going to look for family accommodation, we recommend that you arrange to come to Cardiff, on your own, in late August/early September. You should arrange to stay in bed and breakfast or University residences, for about a week, and try to find accommodation before your family comes to join you. You can arrange to stay in University summer residences which are available from mid-June until the beginning of September.

For more information on University summer accommodation see www.cardiff.ac.uk/for/prospective/accommodation/summer-residences.html

Residences Office
Telephone +44 (0) 29 2087 4849
Email residences@cardiff.ac.uk

To find out about private accommodation in Cardiff, see page 17 of this Guide.
**Healthcare and schooling for your family**

**Will my family be entitled to healthcare in the UK?**

As long as your course lasts six months or more, your wife/husband and children under 16 (under 19 if still at school or college) can get free healthcare treatment from the NHS, so they should register with a doctor in the same way as you when they arrive in the UK (see page 47). If your course is less than six months, it is very important that you take out medical insurance for the duration of your visit to the UK. For more information see page 47.

**Dental Treatment**

Children under the age of 16, or under 19 in full-time education, are automatically eligible for free dental treatment. Women who are pregnant or have had a baby within the last 12 months are also eligible.

For more information on obtaining dental treatment see page 47.

**Child care and schooling for your children**

**Pre-school children**

The University Day Care Centre provides nursery facilities for children aged ten weeks to five years and is open between 08.00 and 18.00 Monday – Friday most of the year. The cost of full-time care is dependent on the age of your child.

Please note that childcare at the University Day Care Centre is not included in your tuition fees and it is your responsibility to arrange payment for your child’s care. You may be able to get some help with childcare fees. For more information about the possibility of obtaining financial support for childcare costs please contact the Student Support Centre email studentsupportcentre@cardiff.ac.uk

The Centre caters for up to 64 children, aged ten weeks to five years. Demand for places is extremely high and you are advised to apply for childcare as soon as you know you are bringing young children to Cardiff.

Telephone +44 (0) 29 2087 4135 or email creche@cardiff.ac.uk web www.cardiff.ac.uk/creche

**Schooling for children**

Children between the ages of 5 and 16 have to attend primary (age 5 – 11) and secondary schools (age 11 – 16). The school year begins in September and ends in July. The school day runs from around 09.00 – 15.15. Children are required by law to attend school, which is free for all children up to the age of 16. With some exceptions, schools are under the control of the Local Education Authority (LEA) which, for Cardiff, is Cardiff County Council.

**Finding a school**

It is not possible to register your child at a school before you have an address in the UK. For further information and a list of the LEA schools in and around Cardiff see www.cardiff.gov.uk/schools or telephone +44(0)29 2087 2837.

**Children for whom English is a second language**

If you think your child will need support in learning the English language in an English speaking school you will be pleased to know that in Cardiff there are schools which have provision for students who are English language beginners and improvers. Support is provided by Cardiff Council’s Ethnic Minority Achievement Service and children are supported in their own class. Your child’s school teacher should be able to access this additional English language support for your child.
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International Office
Telephone +44 (0) 29 2087 4432
Fax +44 (0) 29 2087 4622
Email international@cardiff.ac.uk
www.cardiff.ac.uk/international

Residences Office
Telephone +44 (0) 29 2087 4849
Email residences@cardiff.ac.uk
www.cardiff.ac.uk/residences

English Language Support
Telephone +44 (0) 29 2087 6587
Fax +44 (0) 29 2087 6141
Email elt@cardiff.ac.uk
www.cardiff.ac.uk/elt

Student Support Centre
Telephone +44 (0) 29 2087 4844
Email studentsupportcentre@cardiff.ac.uk
www.cardiff.ac.uk/studentsupport

International Student Support
Telephone +44 (0) 29 2087 4844
Email iss@cardiff.ac.uk
www.cardiff.ac.uk/studentsupport/international

Enrolment Team
Telephone +44 (0) 29 2087 6211
Email enrolment@cardiff.ac.uk
www.cardiff.ac.uk/regis/enrolment/essential

Finance Office
Telephone +44 (0) 29 2087 9262 /
Email fees@cardiff.ac.uk
www.cardiff.ac.uk/finance/students

Information Services (IT)
Telephone +44 (0) 29 2087 4487
Email insrvConnect@cardiff.ac.uk
www.cardiff.ac.uk/insrv

Security Centre
Telephone: +44 (0) 29 2087 4444
Email securitieservices@cardiff.ac.uk
www.cardiff.ac.uk/secty