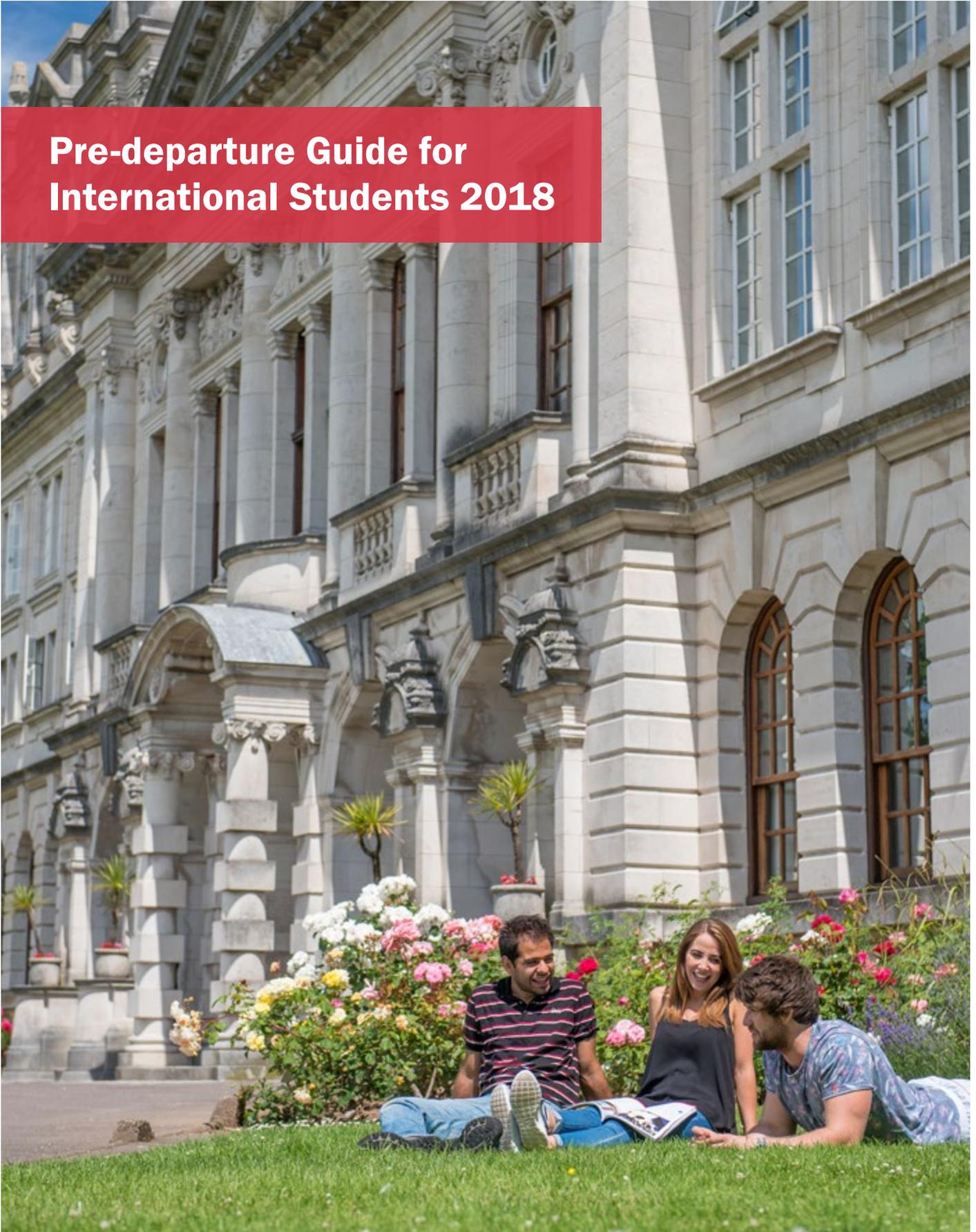


Pre-departure Guide for International Students 2018



Your arrival checklist

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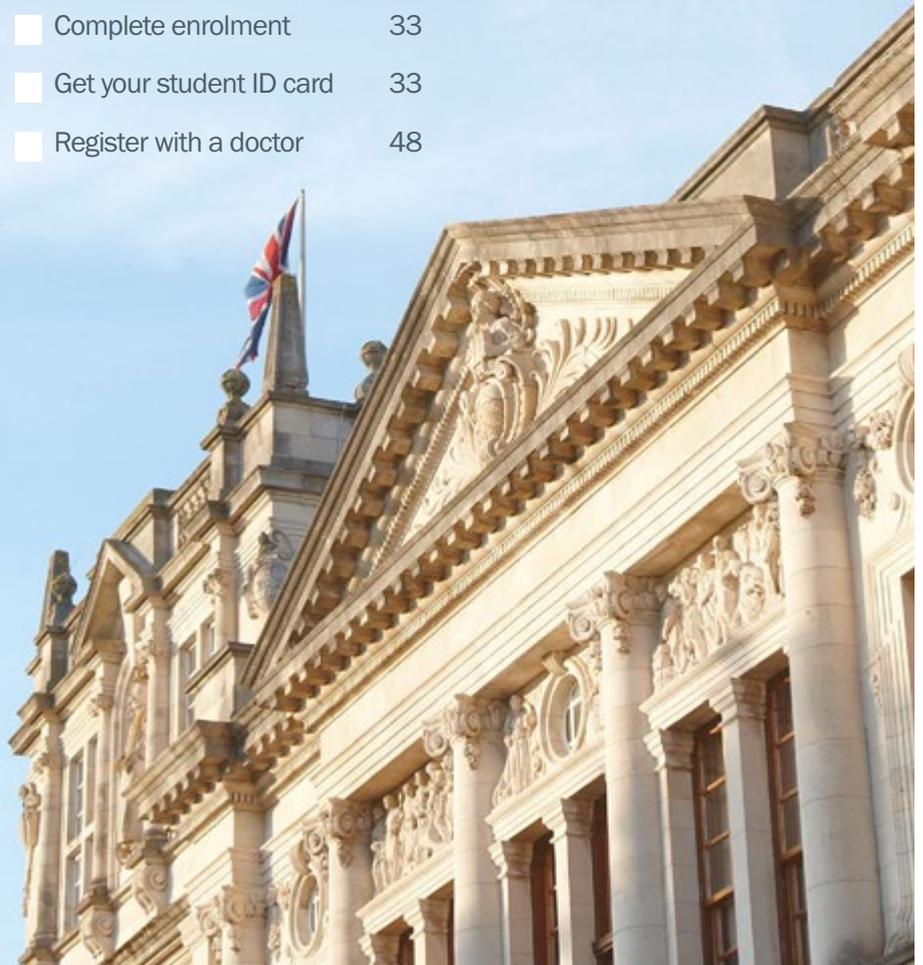
If you are uncertain about what to do, have any worries in the first few weeks of term or want advice before you come to Cardiff, we will be very happy to help you.

International Office

Email: international@cardiff.ac.uk
Telephone: +44 (0) 2920 87 4432

International students arrival website

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





www.twitter.com/CardiffUniInter



www.facebook.com/cardiffinternationalstudents/



<https://www.instagram.com/cardiffuni/>

Find everything you need in the city here
[Cardiff Student Map](#) - click here

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!

[Cardiff University Student Support and Wellbeing Team](#)

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Please note that your Biometric Residence Permit (BRP) will be checked when you enrol at the University and collect your student ID card. You will only be able to start studying at Cardiff University if you can prove that you hold or have applied for a valid visa that entitles you to study here.

Visas and Immigration

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, 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 a Tier 4 (General) Student visa online and visit the British Embassy closest to you.

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 before you enrol at Cardiff University. You will not be allowed to enrol onto your course at Cardiff University using a visa issued by another University. Even if your existing visa remains valid, you should apply for a new Tier 4 (General) Student visa for your new course before travelling to the UK. Your situation and intentions will be clearer to UK Immigration officials at the airport. You may also not be eligible to make a visa application from the UK. This will depend on which type of institution your previous Tier 4 sponsor was, whether you successfully completed your previous course and if your new course offers academic progression.

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. Email: international@cardiff.ac.uk

I am currently in the UK. Who can help me apply for my Cardiff University Tier 4 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/studentssupport

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: +44 (0)2920 87 6009

Email: iss@cardiff.ac.uk

If you are in the UK, the immigration advice in this guide is not relevant to you. So, please 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.



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.

Which visa should I apply for?

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.

Keep up to date with immigration rules

All the advice in this guide was correct when it was published in May 2018. However, UK immigration law changes regularly. Make sure that you have the most up-to-date information by checking the following website:

www.gov.uk/tier-4-general-visa

Who should apply for a Short Term Study Visa?

- Students studying on distance learning courses who need to who come to Cardiff University for limited periods totalling no more than 56 days in any 6 month period, for example to attend an examinations, induction event or short periods of face-to-face study.
- Study Abroad/International Exchange students enrolled on a degree course in their own home country coming to Cardiff University for six months to do research, or to study a degree course which relates to their overseas course of study.
- 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: www.gov.uk/study-visit-visa

Before you apply for your Tier 4 visa

We recommend that you read the 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: 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 see: 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.



Tier 4 Pilot Scheme

Cardiff University has been selected to take part in the Tier 4 Pilot scheme. The scheme offers several important advantages for students taking a one-year Master's degree, including a more streamlined application visa process and an additional 6 months added to your visa at the end of your course to look for work opportunities.

Who is eligible for the Tier 4 Pilot scheme?

- Students who are applying for a Tier 4 visa (either overseas or in the UK) to study a Master's degree of thirteen months or less at Cardiff University starting in September 2018
- Students who are applying for a Tier 4 visa (either overseas or in the UK) who have a combined CAS to study a pre-sessional course AND a Master's degree course
- Dependants of an eligible student, if they are making their visa application at the same time as the main applicant.

Please note: students studying a Master's course with an integrated work placement/ internship where the duration of the course will be more than 13 months OR students studying a Postgraduate Diploma e.g. LPC or BPTC will **not** be eligible for the Tier 4 Pilot scheme.

What are the benefits?

- You will be granted an additional six months leave at the end of your course, during which time you may wish to remain in the UK to look for work
- Whilst you **must** still fully comply with the Immigration Rules in place at the time of your application, you will not be required to submit documentary evidence, such as a bank statement/sponsor letter or academic/English qualifications. Please note that the UKVI reserves the right to request to see these documents and carry out checks, so, before submitting an application, you must ensure that you meet the requirements (particularly the financial requirements) and can supply evidence if asked in the manner required.

If I qualify for the Tier 4 Pilot scheme, which documents should I submit?

You must submit your passport, passport photos, ATAS clearance certificate (if studying a course which requires it, [see page 5](#)), Tuberculosis screening certificate (if coming from a country that requires it, [see page 6](#)), your Cardiff University CAS statement, a print out of your Tier 4 visa application and appointment details.

For full details of the Tier 4 Pilot scheme please visit: www.cardiff.ac.uk/study/international/tier-4-visa-pilot

Full guidance on making a Tier 4 application can be found in this guide and on our new students webpages www.cardiff.ac.uk/new-students/before-you-arrive/international-students/visas-and-immigration



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 Photographs

You must submit 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 ATAS. If you require an ATAS certificate, it will state this in your offer letter/email that you received from Cardiff University as well as on your CAS statement.

You can also check here: 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 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, a local education advisor in your country or visit: www.cardiff.ac.uk/new-students/translating-documents

Make sure you read UKVI's 'Guide to supporting documents': www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

4. Tuberculosis Testing and certificate required (if applicable)

If you live in one of the countries detailed below, you will need to be tested for tuberculosis (TB) and obtain a certificate that states you are free from infectious tuberculosis, before applying for your visa. The test includes having a chest X-ray at an accredited clinic or hospital run by the International Organisation for Migration.

Afghanistan	Macau
Algeria	Madagascar
Angola	Malawi
Armenia	Malaysia
Azerbaijan	Mali
Bangladesh	Marshall Islands
Belarus	Mauritania
Benin	Micronesia
Bhutan	Moldova
Bolivia	Mongolia
Botswana	Morocco
Brunei	Mozambique
Burkina Faso	Namibia
Burma	Nepal
Burundi	Niger
Cambodia	Nigeria
Cameroon	North Korea
Cape Verde	Pakistan
Central African Republic	Palau
Chad	Papua New Guinea
China	Panama
Congo	Paraguay
Côte d'Ivoire	Peru
Democratic Republic of Congo	Philippines
Djibouti	Russian Federation
Dominican Republic	Rwanda
East Timor	São Tomé & Príncipe
Ecuador	Senegal
Equatorial Guinea	Sierra Leone
Eritrea	Solomon Islands
Ethiopia	Somalia
Gabon	South Africa
Gambia	South Korea
Georgia	South Sudan
Ghana	Sri Lanka
Guatemala	Sudan
Guinea	Suriname
Guinea Bissau	Swaziland
Guyana	Tajikistan
Haiti	Tanzania
Hong Kong or Macau	Togo
India	Thailand
Indonesia	Turkmenistan
Iraq	Tuvalu
Kazakhstan	Uganda
Kenya	Ukraine
Kiribati	Uzbekistan
Republic of Kyrgyzstan	Vanuatu
Laos	Vietnam
Lesotho	Zambia
Liberia	Zimbabwe

To find out more details about the TB test see: www.gov.uk/tb-test-visa/

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.

5. Your CAS number

This is your unique reference number emailed to you by Cardiff University which you need to include on your visa application form.

You will need to show that you have achieved 40 points as part of your visa application. Providing a valid Confirmation of Acceptance for Studies (CAS) number will provide you with 30 points. The remaining 10 points can be shown by satisfying the financial requirements.

To get your CAS number 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 statement is correct (see below).

If you still have a conditional offer to study at Cardiff University and need help or advice on uploading and sending your qualifications to the University, please email international@cardiff.ac.uk.

Your CAS will include your personal details, Cardiff University licence number (NBOC74WCX) 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 statement

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 statement is correct.

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 correctly.

If you require any changes, or have any questions at this stage, please email PBI@cardiff.ac.uk.

6. The transcripts/exam certificates listed in the CAS email

You need to submit your original transcripts/qualifications with your Tier 4 (General) Student visa application to show that you have satisfied the entry requirements for your course. Details of your qualifications/transcripts that Cardiff University used to assess your suitability for entry onto your course will be listed in your CAS email. For each qualification listed you must provide the original certificate showing: your name, the date and title of the award and the awarding institution. For each transcript listed you must provide the original transcript showing: your name, name of the academic institution, course title and confirmation of the award.

Provisional certificates, scanned copies, faxes or emails are not acceptable.

If you are eligible to apply under the Tier 4 Pilot scheme (see page 4), you will not have to submit qualification or financial documents with your visa application, but you should make sure that you have these in a safe place and that they will meet the Home Office requirements if you are asked to submit them.

7. Finances – evidence that you have enough money to meet the UKVI maintenance requirements

You need to prove that you have enough money to cover course fees and monthly living costs. You will score 10 points in your Tier 4 Student visa application if you have sufficient funds (Total points required = 40).

For more details, see page 10.

It takes the University a long time to change the CAS information and email it to you again. We recommend that you take time to check your CAS very carefully and email the University with any corrections before you are issued with your CAS number.

How do I apply for my Tier 4 (General) Student visa from my home country?

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



Accept your unconditional offer to study at Cardiff University



Apply for your ATAS clearance certificate (if applicable)



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: PBI@cardiff.ac.uk



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



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



Take the TB test and obtain TB certificate (if applicable)



Check that you have enough money to meet the maintenance and tuition fee requirements for Tier 4 visa (see [page 10](#) for financial requirements)



Check that you have all your original transcripts/exam certificates listed in the CAS email (see [page 5](#) – “what documents do I need for my tier 4 student visa”)



Apply online

Online Applications



Complete application forms online, pay application fee and NHS surcharge
(or complete 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 all dates, study information and
personal details are correct



Buy your plane tickets to the UK to arrive during the validity of your 30-day vignette. If you arrive in the middle of September
please use our airport pick-up service from Heathrow, Bristol or Cardiff airport



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 can be found here:

www.cardiff.ac.uk/new-students/when-you-arrive/international-students/biometric-residence-permit-brp

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

Those considered to be low risk nationals can apply under the UKVI differentiation arrangements. Under this arrangement, students will not 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 if you don't submit your documents by the date requested, or if your documents don't meet the Home Office requirements. 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	New Zealand
Australia	Oman
Barbados	Qatar
Botswana	Singapore
Brunei	South Korea
Canada	Trinidad and Tobago
Chile	United States of America
Japan	UAE
Malaysia	

UKVI change the list of low risk nationals annually, so please check to see if your country is still on the list:

www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements

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/new-students/before-you-arrive/international-students/visas-and-immigration/once-you-have-your-visa

When can I come to the UK?

You will be able to come to the UK up to one month before your start date (or 7 days before the date you state on your Tier 4 visa application that you intend to travel to the UK, whichever is later), 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.

If you are coming for a course that is less than 6 months and is not a pre-sessional English Language course, you will only be

able to come to the UK up to seven days before the course start date. Your course start date is shown on your CAS email.

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 in, they will need to obtain a standard visitor visa. For more information on applying for a visitor visa see:

www.cardiff.ac.uk/new-students/before-you-arrive/international-students/visas-and-immigration/bringing-your-family

Can my family live with me in the UK during my studies at Cardiff?

Please see guidance on [page 49](#) if you are bringing your family to settle with you in Cardiff during your studies.

For more information on when to arrive, see [page 21](#).

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.



For the most up to date information please visit:
www.gov.uk/government/organisations/uk-visas-and-immigration

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.

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.

If you qualify for the Tier 4 Pilot scheme (see page 4), you will not have to submit financial evidence. However, the Home Office can request to see your financial evidence at any time, so make sure you have documents that will meet the requirements to provide them if requested.

Bank statement from your personal or parents' account

The money that you use, must consist of cash funds in a current or savings account, available to you to use to fund your studies in Cardiff. 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 11.

Financial Institutions that the UKVI do not deem satisfactory

Your visa application will be unsuccessful 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: www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-p-lists-of-financial-institutions



For the most up to date information please visit the UKVI website
<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Bank account documents required

You must provide one of the following:

Your original personal bank statement, or your parent(s) original bank statements, which 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 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, such as a birth certificate, 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.

If you want to use a joint account as proof, you must be named on the account along with one or more other person, except where you are using a joint account in the name of your parents or legal guardians. You must provide joint account bank statements or a bank letter which includes all the same information as that in your personal bank statement or your parent(s)

bank statements.

A bank letter

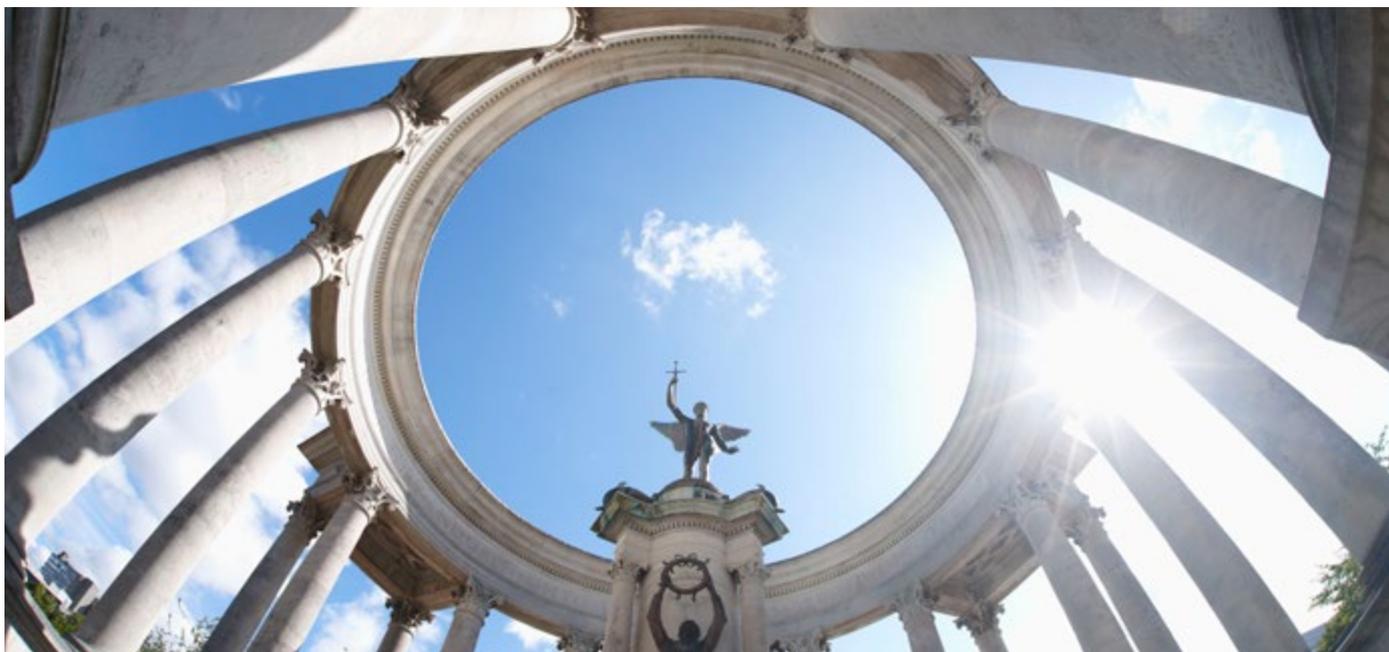
You can also use a bank letter, or letter from a regulated financial institution to show you have money available for your visa application.

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:

- 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 to cover course fees and living costs.

For more information, see: www.gov.uk/government/uploads/system/uploads/attachment_data/file/688709/T4_Migrant_Guidance_12_March_2018__002_.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 I am using a bank loan to finance my education, what evidence do I need to provide?

You will need to provide a loan letter from a regulated financial institution dated no more than 6 months before the date of your visa application. The letter must be the original and show:

- your name;
- the date of the letter;
- the financial institution's name and logo;
- that the money is available as a loan and is provided by your government, a government sponsored student loan company or is part of an academic or educational loans scheme.

The financial institution must be regulated by the official regulatory body for the country the financial institution is in.

The loan must be in your name. You cannot use loans held in the name of your parent and there must be no conditions placed on the release of the loan funds to you, other than your Tier 4 application being successful.

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 remaining maintenance requirements (such as personal bank statements).

Please be aware that this information may change. Visit our website for up-to-date information.



More information on paying your fees is available on page 28.

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-owned) 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 (private accommodation that is not owned by 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 should 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

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

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.

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

If you need to register with the police it will normally state this on your Tier 4 Student visa or on the grant letter received from the Home Office. Any family/dependants travelling with you will also need to register with the police. You should check your visa and grant of leave letter carefully, and if you have this requirement then you should normally register with the police within seven days of your arrival in the UK. If you are not sure whether you need to register, contact International Student Support.

More information and forms are available on the web:
www.cardiff.ac.uk/new-students



How do I register with the police?

Police officers will be at the University 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 UK, make sure you download the questionnaire. See: www.cardiff.ac.uk/new-students/when-you-arrive/international-students/police-registration

You must take the following with you to your appointment:

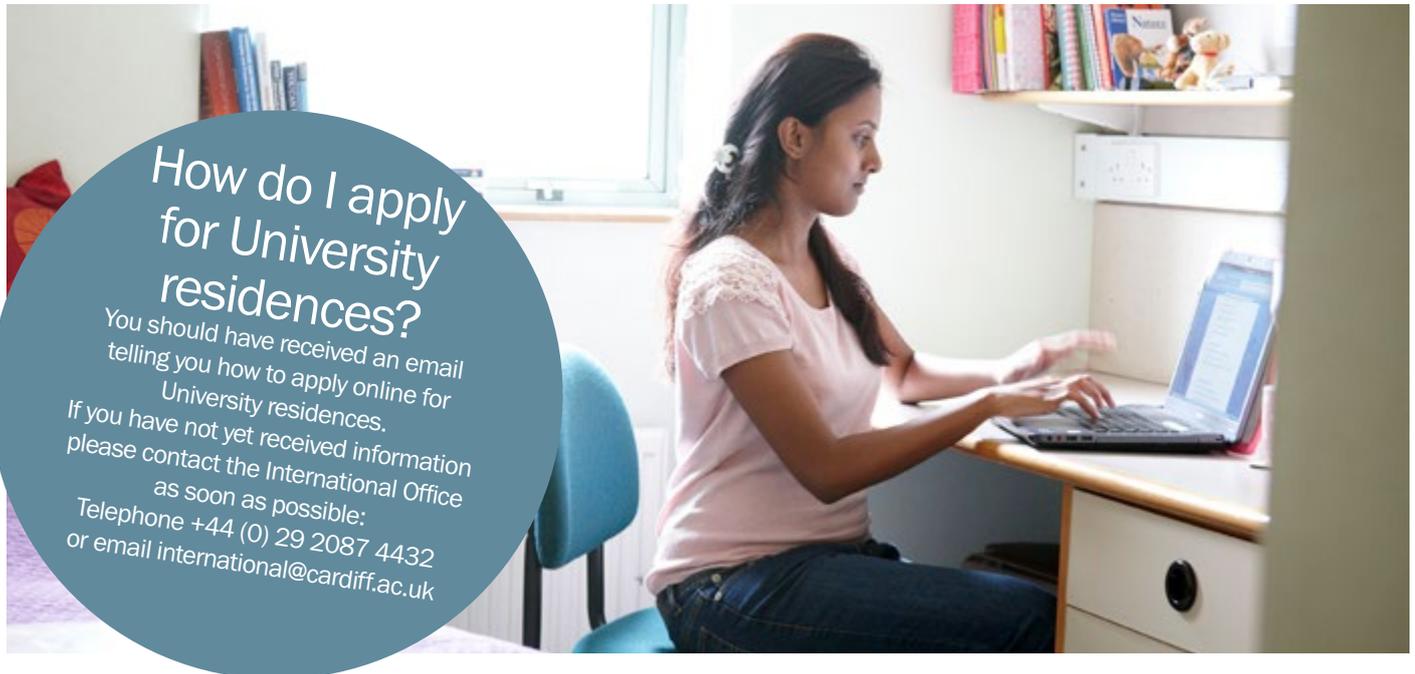
- Your passport
- Two passport-sized photographs
- Your Cardiff University student ID card (you will be issued this at your enrolment)
- Registration fee of £34 in cash (if you are a student sponsored by the British Council you will have this fee refunded).

I have already have a Police Registration Certificate – do I need to update my certificate?

Yes, you must make an appointment with the police to update your certificate. If you have lost your previous registration certificate or 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. You won't need to pay the registration fee if you update an existing certificate.

What's changed	What documents/evidence required:
Change of address	University Accommodation = Residence card only Private Accommodation = tenancy agreement, or accommodation contract, or gas/electric/water bill that shows your new address
Change of University	Print out of CAS email or your Cardiff University student ID card
Change of marital status	Marriage certificate or divorce certificate
Extension to visa granted by UKVI	Biometric residence card and passport
Change of passport	New passport

In addition to the above documentation you will need to bring your passport and police registration certificate.



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 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 by 16:00 on Thursday 9 August 2018
- Accept an unconditional offer to study by Friday 7 September 2018
- Accept your online offer of residence within seven days of your room being allocated
- Arrive and collect your room key between Wednesday 19 September - Sunday 23 September 2018.

For more information see: www.cardiff.ac.uk/study/accommodation/postgraduates/overseas-and-eu-postgraduates/guaranteeing-your-place

The £200 pre-payment is non-refundable and will be deducted from your first instalment of residences fees.

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 Tuesday 31 July 2018 (Firm applicants) or Friday 31 August 2018 (Insurance applicants)
- Accept an unconditional offer to study by Friday 31 August 2018
- Accept your online offer of residence, within seven days of your room being allocated
- Arrive and collect your room key between Wednesday 19 September - Sunday 23 September 2018.

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

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 31 August 2018.

If you are arriving in January, please contact the Residences Office 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 16:00 Thursday 9 August 2018.

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 or 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 30. Further details of local banks will be included in your arrival pack. For details on the payment dates for residences fees by direct debit for 2018/19 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.

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

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 front of this guide 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 and is very close to a big supermarket). If you're not sure what building you will be studying in, contact the International Office.

Will I have my own room?

Yes, you will have your own study bedroom – there are no shared rooms or dormitories. You will have to share a kitchen/living space with others in your flat or house.

Cardiff University does have a limited number of residences suitable for couples and families. See page 51.

Will I have my own bathroom?

Around 70% of University study bedrooms have a private bathroom (called ensuite).

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 ensuite 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 31.

Will I have a telephone in my room?

No, most students have mobile phones or use Skype. See page 30 for more information on buying a mobile phone and staying in touch.

What is provided in University residences?

All rooms have: a fridge/freezer, a microwave, a cooker, 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

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 19 for what to bring with you.

When can I move in?

September starters: you can move into your room anytime from Wednesday 19 September until Sunday 23 September.

If you can't use the free airport pick-up service (page 24), and arrive between Friday 21 September - Sunday 23 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 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 24.

How long can I stay?

All 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 commits you to staying there for the whole year. 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.

Where can I find temporary accommodation in Cardiff?

If you have applied for residences, but have not been made an offer before you arrive in Cardiff, you need to contact the Residences Office.

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 and 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 and breakfast. Bed and breakfasts charge £30 –£80 per night, and hotels charge between £50 and £150 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. Email: visitor@cardiff.gov.uk Web: www.visitcardiff.com

Alternatively self-catered accommodation is available at the University between 20 June and 12 September 2018.

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 the 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. 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.

Cardiff Student Letting

This is the best place to start looking for private accommodation. Cardiff Student Letting 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, 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 the summer break
- You may have to pay a year's 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, [see page 29](#).

Help and housing advice

If you are thinking of renting private accommodation, you can obtain information on the typical costs of renting in Cardiff and gain useful tips on what to rent out for when looking for private accommodation at: www.cardiff.ac.uk/new-students/before-you-arrive

Student Advice can also help. They are happy to explain and check your tenancy agreement before you sign a contract or pay anything. They can also help you find accommodation. [See page 38](#) 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 your space. Full details can be found at: www.cardiff.ac.uk/residences

Private family accommodation

There is a wide range 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 20 June to 12 September 2018.

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.

You may be able to stay in University summer accommodation while you search for private accommodation. See Student Summer Residences: www.cardiff.ac.uk/summer



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 the Welcome Reception (see page 25), a formal dinner or a ball, or perhaps if you are likely to attend a job interview. 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. 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.

Do not
bring too much
with you!

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, 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.

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). These 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 cooking utensils very cheaply from supermarkets close to University residences. See page 17 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 all dairy, meat and potatoes. 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:

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. However, several companies 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/before-you-arrive/international-students/what-to-bring

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.

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 32. 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 we 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 Student Support office in the Students' Union for it.

How can I contact other students before I arrive?

The International Office has a Facebook page where international students 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
- This guide.



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 Qatar Airways on their new service for 2018 or 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 19 or Thursday 20 September to take advantage of the free airport pick-up service from Heathrow and Cardiff Airports. If you arrive at Bristol Airport on either of these days, you will be met by Cardiff University representatives who can direct you to a National Express bus, which travel to Cardiff regularly.

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 19 or Thursday 20 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 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. Students arriving at Bristol Airport will be directed to National Express buses to Cardiff.

If you miss the airport pick-up service you will need to make your own way to Cardiff. [See page 24](#) 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 19 or Thursday 20 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 form: www.cardiff.ac.uk/new-students/before-you-arrive/international-students/travelling-to-cardiff/coach-collection-service

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 19 or Thursday 20 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/before-you-arrive/international-students/travelling-to-cardiff/coach-collection-service

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 24](#)). 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 17](#)).



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 [page 5](#))
- 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 you 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: [www.gov.uk/bringing-food-animals-plants-](http://www.gov.uk/bringing-food-animals-plants-into-uk/food)

[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, see:

www.gov.uk/bringing-cash-into-uk

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 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 to Cardiff 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 30.

Travelling independently from Cardiff Airport

A taxi from Cardiff Airport will cost around £33 and can be hired from the Flight Link taxi office in the Arrivals Building or booked in advance, telephone +44 (0)1446 728500, or email cwl@flightlinkwales.com.

The T9 bus service runs from Cardiff Airport every 30 minutes during the day Monday – Sunday. A single ticket costs £7 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 40](#).

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 22](#)), after a short wait at the Arrivals Reception at the University you will be taken 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. They will contact your Residence and arrange for you to have access to your accommodation. See [page 53](#) for their contact details.

Where do I pick up the keys to my University accommodation?

If you use the airport pick-up service on Wednesday 19 or Thursday 20 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 19 September?

Your allocated room will not be available before Wednesday 19 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 17](#)). Please be aware that if you arrive on a Saturday or Sunday the International Student Support team will not be available.

What if I arrive late, after Sunday 23 September?

All keys for University residences must be collected by Sunday 23 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 23 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 agreement).



Welcome Programme for International Students

The Vice Chancellor's Welcome Reception

Join the Vice-Chancellor and senior staff of Cardiff University at our Welcome Reception for new students on Monday 24 September.

The National Museum of Wales is the venue for this prestigious event, with Welsh food, drink and entertainment to enjoy.

For more
information, see
[www.cardiff.ac.uk/
new-students](http://www.cardiff.ac.uk/new-students)

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 21 September.

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

Societies Fair

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

Important Tasks

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. 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

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 centre in the Students' Union. See [page 14](#) for more information.

Bank letter service

Bank 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 30](#) 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 33](#).

Information Sessions

Parent's 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.

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 24 September. Further information about the programme of events will be added to the Students' Union website during the summer: www.cardiffstudents.com/whatson/postgrad/

School Induction

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/regs/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.



Money and Finances

For information on the cost of tuition fees see www.cardiff.ac.uk/study/international/funding-and-fees/tuition-fees

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/study/international/funding-and-fees/tuition-fees

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 2018
- 2nd instalment is due 28 January 2019
- 3rd instalment is due 29 April 2019

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 page 12.

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.



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

Tuition fee payment methods

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/before-you-arrive/online-enrolment/tuition-fees

Bank transfer

Payments made by telephonic transfer or bank transfer should be made to:

Lloyds Bank
1 Queen Street
Cardiff
CF10 2AF

Account:
Cardiff University Tuition Fees

Account Number:
17852568

Sort Code:
30-67-64

Swift Number:
LOYDGB21707

IBAN Number:
GB53 LOYD 3067 6417 8525 68

Please remember to quote your student number and name when making payment

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 www.cardiff.ac.uk/new-students/before-you-arrive/online-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.

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.

Living Expenses Your Budget

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

	Undergraduate 9 months	Postgraduate 12 months
Rent (inc bills)	£4,444	£5,888
Food	£1,099	£1,175
Social / leisure	£1,256	£1,551
Laundry and toiletries	£289	£385
Travel	£448	£595
Mobile	£217	£288
Clothes*	£346	£461

*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?

The costs of living in private accommodation can vary a lot depending on where you live. 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.

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 44](#).

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

Standard Items	Cost
Bread	0.47
Margarine (500kg)	0.69
Basmati rice (1kg)	1.89
Spaghetti (500g)	0.20
Cornflakes (500g)	0.72
Milk (1 pint)	0.49
Eggs (6 pack)	0.90
Vegetable Oil (1 litre)	1.09
Noodles (300g)	0.59

Fruit and Vegetables	Cost
Potatoes (2kg)	2.00
Onions (1kg)	0.57
Tomatoes (1kg)	1.29
Oranges (5 pack)	0.97
Apples (5 pack)	1.49
Bananas (7 pack)	0.97
Peas (1kg frozen)	0.76
Baked Beans (425g)	0.23
Tomatoes (6 pack)	0.62

Meat and fish	Cost
Minced Beef (800g)	2.99
Whole Chicken	3.99
Fish Fingers	1.39
Frozen Prawns	3.09

Soft drinks	Cost
Instant coffee (100g)	1.49
Tea bags (50 pack)	0.75
Cola (2 litres)	0.42

Toiletries	Cost
All-Purpose cleaner (1 litre)	0.60
Soap (4x 125g)	0.79
Shampoo	0.49
Washing Powder (1.6kg)	2.15
Toilet Paper (9 rolls)	1.99
Washing-up liquid (1 litre)	0.85
Disposable Razors (20 pack)	3.69
Toothpaste	0.759

Costs are approximate and based on supermarkets close to the campus.

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



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, 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 entitles you to student discount in shops, cinemas and restaurants.

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 £2.50 for postage and packaging for a year, or £25 for three years and gives you 30% off all coach travel in the UK. To get one you simply need proof that you are a student. For further information see: www.nationalexpress.com/en/offers/coachcards/young-person

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, Lloyds, TSB, 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. Do not let anyone else see this number; memorise it and then destroy it.

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 17).



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

Communications

Internet and Email

Wireless internet is available across the University campus and in University Residences. You can find out more about how to access the service on the intranet after you have enrolled and have received your University login details. These details will also allow you to access any networked computer on campus.

PCs and study spaces are available in libraries and study spaces across the campus. Some of these are accessible 24/7.

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. You will be able to access your personal email account (Gmail, Hotmail, etc.), but you will be expected to use your University email account regularly to ensure you stay up to date with important University communications.

Help and support

You will have access to 24/7 IT support from the IT Service Desk and you can also speak to staff through the IT Service Desk Live Chat and 'Ask a Librarian' Live functions. The IT Clinic in the Students' Union also offers IT support.

You will have access to the Office 365 suite and Sophos antivirus software when you arrive.

You can find a full list of the IT services that are available to students at Cardiff University on our website:

www.cardiff.ac.uk/study/student-life/learning-support/computing-services

Find out more about our services:

www.cardiff.ac.uk/new-students/when-you-arrive/it-services-and-digital-community

Mobile phones

All students use mobile phones for staying in touch with family and friends. Your arrival pack 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.

Can I use my mobile phone in the UK?

You will need to ensure your mobile phone is GSM compatible to use it 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 will be a compulsory monthly charge and most contracts commit you to a 24 month agreement.

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 will be sent this by email or can access it through SIMS online once you have enrolled.

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?

To compare the costs of different UK mobile phones and network companies see: 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 to find the best deal.

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: www.uswitch.com/broadband/

Cheap ways of 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.



Receiving and sending post home

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 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.



Studying at Cardiff University

Enrolment

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

When can I enrol?

You will be sent an email 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 registrysupport@cardiff

How do I enrol online?

To complete online enrolment, go to: <http://sims.cardiff.ac.uk>

You will be guided through a series of 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 of your course on the 'Confirmation of Student Enrolment' screen. You may wish to print this out to show that you have completed online enrolment. After online enrolment, you need to complete your School enrolment and attend School induction activities. To find out where and when these are, see the School Enrolment Information web page for your School, your year and course

www.cardiff.ac.uk/new-students/enrolment

Student ID card

You must obtain your student ID card after you have enrolled. All students are required to carry their ID card on campus and it also allows you to access the Students' Union, sports facilities, libraries and IT rooms. For more information, see: www.cardiff.ac.uk/new-students/enrolment/cardiff-university-student-card

In order to comply with immigration rules, you must bring your passport, visa, and your ATAS certificate (if applicable) with you when you pick up your student ID. Staff will make a copy of these documents. If you fail to collect your student card within 2 weeks of the start of your course, you are likely to be reported to UKVI as failing to arrive and attend classes. This is likely to result in you being excluded from Cardiff University.

Biometrics Residence Permit

If you are successful in applying for a Tier 4 Student visa (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 be sent a letter informing you of the decision and details of where you must collect the Biometrics Residence Permit (BRP). If you provide the ACL (Alternative Collection Location) code of 2HE562 when making your visa application, it will be possible to collect your 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.

Improving your study skills

Academic Study Skills run free classes for students who wish to improve their study skills.

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/student-life/learning-support/academic-skills-classes

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.

Student Mentor Scheme

The Mentor Scheme helps first year undergraduate students make the transition to university life, by matching new students with current undergraduate students from the same academic school. Mentees are encouraged to discuss a variety of issues, both academic and non-academic. 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/student-life/student-support/mentor-scheme

Improving your Mathematical skills

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

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. For further details see: www.cardiff.ac.uk/elt/insessional

What can I do to prepare for studying in the UK?

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 2018 – 2019 for undergraduate courses*

Induction Programme and enrolment:

Wednesday 19 September – Friday 28 September 2018

Semester 1 (Autumn Term)

Monday 1 October 2018

Sunday 27 January 2019

Christmas Holidays

Saturday 15 December 2018

Sunday 6 January 2019

Exam period in semester 1

Monday 14 January 2019

Friday 25 January 2019

Semester 2 (Spring Term)

Monday 28 January 2019

Friday 14 June 2019

Easter Holidays

Saturday 13 April 2019

Sunday 5 May 2019

Exam period in semester 2

Monday 13 May 2019

Friday 19 June 2019

*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.

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 (often over 100 students), that lasts 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 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, such as 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 independent 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
- 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, such as by lectures, seminars, group work etc.
- How you will be assessed, such as 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 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. See: www.cardiffstudents.com/whatson/postgrad/

The Doctoral Academy

If you are studying for a PhD at Cardiff, you will have access to the Doctoral Academy's Programme. This package of workshops and training events will give you the opportunity to develop wider professional skills which are essential for a career in a variety of sectors.

The Doctoral Academy also runs "Starting Out" induction sessions. This event will introduce you to the nature of the research degree, the 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 has 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 located close to 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 the libraries as soon as you have obtained it. 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. You can have 15 items on loan 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.

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.

You can access LibrarySearch, the library catalogue, online at: <http://librarysearch.cardiff.ac.uk>.

For more details of the books, journals and electronic resources available see www.cardiff.ac.uk/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 the Students' Union. You may also be able to order the books on your reading list before you arrive in Cardiff. For more information email: cardiff@blackwells.co.uk, or see: www.blackwells.co.uk

It is 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.





For every kind of problem there are trained people at hand to offer help.

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 is also allocated a personal tutor to help with any problems they may have (for information about academic support, see page 34).

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

Student Support and Wellbeing

Student Support and Wellbeing is a dedicated team on campus to help students with any problems or questions. See:

www.cardiff.ac.uk/studentsupport

The team delivers 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 and Wellbeing

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

If you ever feel alone and would like to speak to someone, or would just like to chat, you can call 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

Student Advice

www.cardiffstudents.com/advice

Student Advice is a free, confidential, impartial, and independent service run by the Students' Union, providing advice and information, advocacy, and representation to students. You can get general advice on issues such as academic, consumer, employment, health services, housing, money matters, student finance, welfare matters, and much more.

The International Officer in the Students' Union

The International Officer is a student elected each year to 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 Student Advice team and the Vice President Societies and Volunteering Officer to make you feel welcome, safe and happy during your time in Cardiff University.

Email: internationalofficer@cardiff.ac.uk

The International Officer is also a part of the International Students' Association which you can join while you're at University. Find out more here: www.cardiffstudents.com/associations/

Student Academic Reps

An Academic Rep is a student that is elected by their fellow students. They represent you on academic issues and help shape your student experience. In total there are over 1000 Academic Reps in all 24 schools serving as a valuable link between the University, the Students' Union, and students.

Your Rep can feedback any positive or negative comments you may have about your School, subject, or module. As a result of being trained to signpost students to the relevant people, Reps are also great sources of information regarding the various services Cardiff University and the Students' Union has to offer.

Email: studentreps@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 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 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.

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 or Student Advice (see page 38). 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

- 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.
- Always find out the price of the journey before you get in the taxi.
- Always pay for the journey when you have reached your destination, never at the start of the journey.
- 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 'MOT.' 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.ukcisa.org.uk/Information-Advice/Studying-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 guidance on the application process (see page 37). 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, email 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 – 23:00, 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 number, so that they can call 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

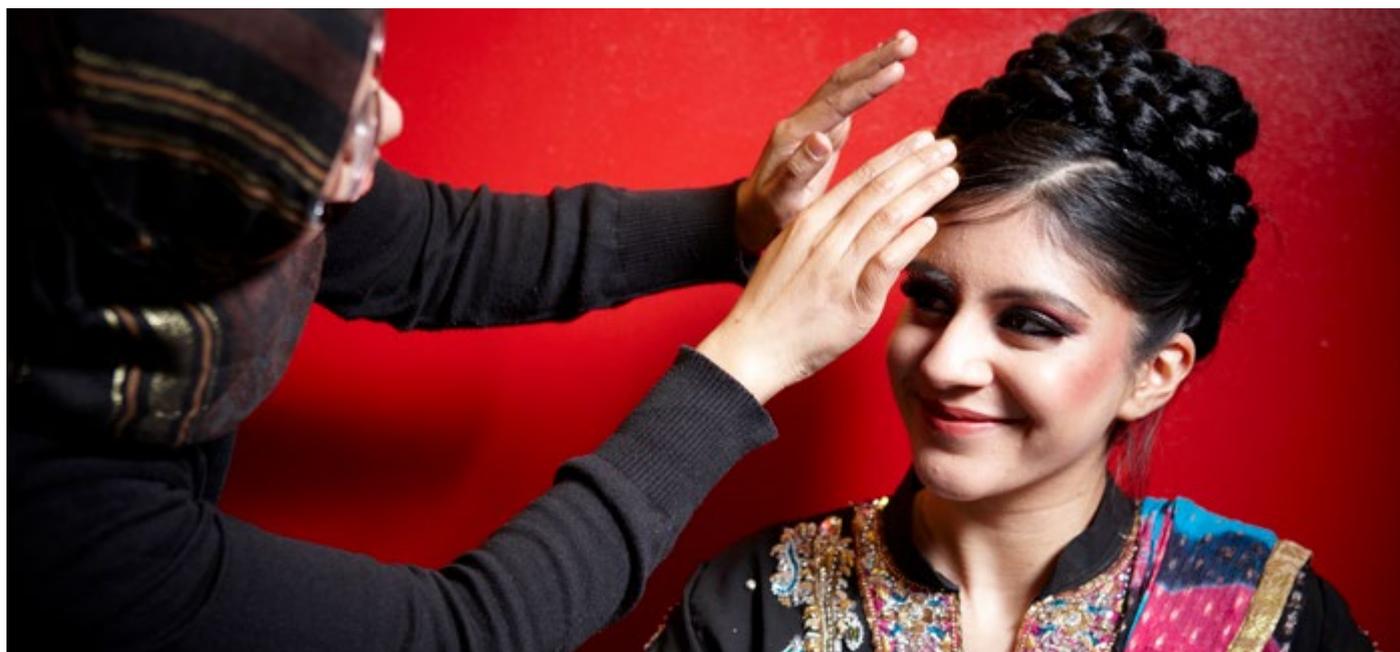
The University Chaplaincy provides a place for friendship, hospitality, reflection, prayer, support and dialogue, offering opportunities for you to engage socially and to explore faith and spirituality. More information can be found on our website: www.cardiff.ac.uk/study/student-life/student-support/practising-your-religion

Prayer rooms

There are quiet rooms on both the Cathays and Heath Park campuses for individual prayer and reflection, meditation, contemplation or just quiet time. There is also a quiet room available every day during term-time on 3rd floor of the Students' Union in the Lounge.

Places of worship for all major religions and faiths can be found around the city. The Chaplaincy has information about all the churches, synagogues, temples and other places of worship around Cardiff.

For more information, please email chaplaincy@cardiff.ac.uk



Social Life

The Students' Union

When you enrol at Cardiff University you automatically become a members of the Students' Union. As a student-led, independent part of the university, the Students' Union represents students and provides a diverse and inclusive range of activities and services that enrich student life. These include entertainment, advice, training, skills development, volunteering opportunities, employment and other services that help you make friends and develop your skills.

The Students' Union supports over 200 student societies and 60 sports clubs that boast more than 10,000 members. The Students' Union is also the recognised voice of students at Cardiff University, joining students in campaigning about the issues important to them.

The Students' Union building is located in the heart of campus and is open 24 hours a day, offering cafes, study space, a pub, a night club, live music venues and a range of shops and services. For students studying at the Heath campus, you can access services at the Students' Union in the IV Lounge.

Student societies

www.cardiffstudents.com/societies

Societies are groups of students who share common interests, beliefs or values. There

are over 180, from debating to jazz.

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.

Give it a Go

www.cardiffstudents.com/GiveitaGo
Give it a Go is a fun calendar of amazing activities, giving you try-before-you-buy opportunities for societies and sports clubs, the chance to learn a new language, develop skills, volunteer, go on day and weekend trips and so much more. The aim is to get you to try things you've never tried before, meet new people, and have an absolutely amazing time while you are in Cardiff.

Student Media

www.cardiffstudents.com/activities/studentmedia/
Dedicated teams of students produce

a weekly newspaper called *gair rhydd*, a monthly lifestyle magazine called *Quench*, a radio station called *Xpress*, and an online TV station called *CUTV*. The students involved are from a diverse range of backgrounds, studying everything from Physics to Philosophy, and as long as you've got passion and enthusiasm, you will be welcomed. To find out more, email gairrhydd@gairrhydd.com.

Jobs and Skills

www.cardiffstudents.com/jobs-skills
Whether you're looking for a part-time job or courses to broaden your skill set, the Students' Union can help you. The Jobshop is a free student employment service run by the Students' Union that offers temporary work opportunities within the University, the Students' Union and with local employers. The Skills Development Service (SDS) provides a range of certified courses aimed at increasing your employability potential and building your confidence.

Volunteering

www.cardiffstudents.com/volunteering
If you'd like to make a difference in your new local community, then volunteering might be for you. Cardiff Volunteering offers a wide variety of different and exciting projects to choose from which you can fit around your University schedule. You also get to meet new people and have lots of fun!



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. See: 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/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.

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

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 go to www.cardiff.ac.uk/study/student-life/sports/performance-sport/high-performance-programme or email Charlotte Arter at arterc@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 or biometric residence permit (identity card) which say 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.

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 2018. 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.ukcisa.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 £7.38 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.

Please note: if you need a visa to study in the UK, volunteering and voluntary work count towards any working restrictions or prohibitions that you have. You should contact International Student Support if you are considering any volunteering or volunteer work.

For more information, contact the Student Volunteering Cardiff Office.
Email: generalenquiries@svcardiff.org
Website: www.svcardiff.org

Working after your studies

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/Working-after-studies

www.gov.uk/browse/visas-immigration/working-visas

Tier 1 Graduate Entrepreneur visa

This scheme allows graduates to remain in the UK to set up a business. Cardiff University Enterprise will support you in developing your business proposal and application to UKVI.

For more information see:

www.cardiffstudents.com/jobs-skills/enterprise/

Tier 2 Skilled Worker visa

If you find a graduate level job paid at a specified minimum wage with a UKVI registered Tier 2 sponsor, you can apply for this visa to stay in the UK for five years in the first instance.

Tier 4 Doctoral Extension Visa

Research Postgraduate Students who complete their PhD in the UK may also be able to stay for 1 year to work.

Tier 5 Temporary Worker Visa

There are several different tier 5 visas for specific types of work in the UK for a period of one year or for two years. For example, the Tier 5 Government Authorised Exchange visa allows Optometrists and Pharmacists to complete their pre-registration year in the UK, and other graduates to undertake an internship.

Tier 5 Youth Mobility Visa

Under the Youth Mobility Scheme, you can work in the UK for up to two years if you are a national of Australia, Canada, Japan, Monaco, New Zealand, Republic of Korea

Careers and Employability Service

The University's dedicated Careers and Employability Service 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 Service throughout the year.

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

The Careers and Employability Service 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.

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

Enterprise and Start-up

Cardiff University also offers Enterprise and Start-up support, designed to provide developmental training and competitions if you are interested in becoming an entrepreneur and starting your own business.

For more information see:

www.cardiffstudents.com/jobs-skills/enterprise/



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, polio, diphtheria, meningitis ACWY 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.

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, then 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 products, see: www.endsleigh.co.uk/personal/travel-insurance

For more insurance information, see [page 17](#) of this guide, or visit: www.moneysupermarket.com/insurance

Healthcare in the UK

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.

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 not entitled to free NHS care. Although you will be eligible for some emergency health care, you should take out comprehensive medical insurance for the duration of your visit to the UK. For more information on medical insurance, see [page 47](#).

How do I register with a doctor?

In the UK, non-emergencies are dealt with in a surgery 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 or ten minutes, but your GP will refer you to a consultant – an expert – if you need extra or special treatment, such as 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 the NHS dentist you want to be registered with, 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 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. Telephone: 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: controlroom@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, or;
- work prohibited.

If they are unsure, they should check with the International Student Support Team (see page 44).



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.

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. See: 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/find-a-visa-application-centre

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, for 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 10](#) 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;
- Two passport-sized colour photographs, not more than one month old;
- The application fee which is the equivalent of £348 in local currency;
- Evidence that they have enough money to meet the maintenance requirements;
- Evidence of their relationship to you, such as a 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 2018. 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



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.

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 a 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/summer

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

To find out about private accommodation in Cardiff, see page 18.



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 health care 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 48). 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 48.

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 48.

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 for 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

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
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 20872087.

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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Useful Contacts

International Office

Telephone: +44 (0) 29 2087 4432
Email: international@cardiff.ac.uk
www.cardiff.ac.uk/study/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
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 6009
Email: iss@cardiff.ac.uk
www.cardiff.ac.uk/study/student-life/student-support/international-student-support

Enrolment Team

Telephone: +44 (0) 29 2087 6211
Email: enrolment@cardiff.ac.uk
www.cardiff.ac.uk/regist/enrolment/essential

Finance Office

Telephone: +44 (0) 29 2087 9262
Email: fees@cardiff.ac.uk
www.cardiff.ac.uk/new-students/before-you-arrive/international-students/money-and-finances/paying-tuition-fees

Information Services (IT)

Telephone: +44 (0) 29 2251 1111
Email: it-servicedesk@cardiff.ac.uk
www.cardiff.ac.uk/help/contact-us/it-support

Security Centre

Telephone: +44 (0) 29 2087 4444
Email: controlroom@cardiff.ac.uk

International Office

Cardiff University
Friary House
Greyfriars Road
Cardiff
CF10 3AE
Wales, UK

Tel: +44 (0) 29 2087 4432

international@cardiff.ac.uk
www.cardiff.ac.uk/international



Skype
Skype ID: cardiffinternational



Facebook
www.facebook.com/
cardiffinternationalstudents



YouTube
www.youtube.com/
cardiffinternational



Instagram
@cu_international



Twitter
@cardiffuniinter