



Global Opportunities
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GUIDE FOR INCOMING EXCHANGE STUDENTS 2019-2020



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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!

NEED HELP?

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

GLOBAL OPPORTUNITIES

ERASMUS+

Email: erasmus@cardiff.ac.uk

Tel: +44(0) 29225 18888

STUDYABROAD & INTERNATIONAL EXCHANGE

Email: studyabroad@cardiff.ac.uk

Tel: +44(0) 29225 18888

BEFORE YOU ARRIVE WEBSITE

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

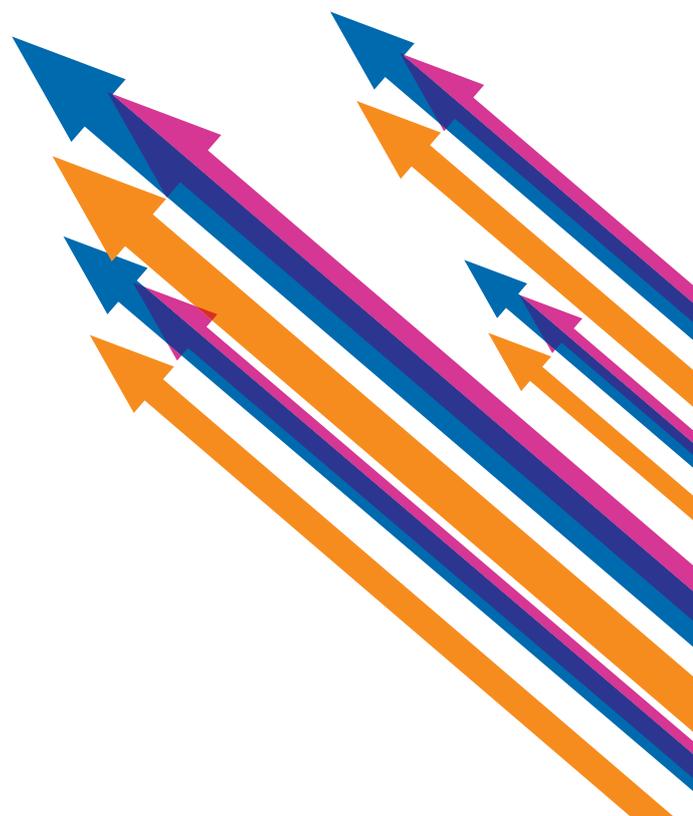
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**GLOBAL OPPORTUNITIES
51A PARK PLACE
CARDIFF
CF10 3AT**

The pulp used in the production of this paper is obtained from sustainably managed Scandinavian tree farms and utilises an elementary chlorine-free bleaching process.

Edited by: Kimberley Cole and Wendy Bird



02



VISAS & IMMIGRATION

If you are a national of an EEA country (EU countries plus Norway, Iceland and Liechtenstein) or of Switzerland, you do **NOT** need prior entry clearance to enter the UK and this section will NOT apply to you.

TO STUDY AT CARDIFF UNIVERSITY YOU MUST HOLD A VALID VISA WHICH ENTITLES YOU TO STUDY AT THIS UNIVERSITY.

WHICH VISA SHOULD I APPLY FOR?

If you have been accepted to Cardiff University, you will be sent detailed visa information by the relevant office supporting your application. You should read all instructions and guidance thoroughly. If you are ever unsure as to what visa you should apply for, contact the Study Abroad or Erasmus+ team directly. For general guidance about UK study visas and choosing the right visa for you, please read on.

International students attending for more than 6 months (for example, the full academic year) will require a Tier 4 (General) Student visa.

International students attending for 6 months or less (for example, one semester) will have the option of applying for a Short-term study visa or a Tier 4 visa – each of these visas come with certain rights and restrictions.

International students coming through the Erasmus+ Programme to complete a research placement at Cardiff University (Erasmus+ Traineeship placement) will require a Tier 5 (Temporary Worker - Government Authorised Exchange) visa. To apply for this visa, you will first need to apply for a Certificate of Sponsorship (CoS) from the British Council. Further details on how to apply for the CoS can be found here:

<https://www.erasmusplus.org.uk/tier-5-visa-how-to-apply-for-a-certificate-of-sponsorship>

Students should read all guidance sent to them to determine which visa is most appropriate.

If applying for a visa in advance 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.

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. Your visa status will be checked when you enrol at University and collect your student ID card.

SHORT-TERM STUDY VISA

Students accepted to study at Cardiff University for a period of less than 6 months (for example, one semester).

SHORT-TERM STUDY VISA: BEFORE YOU APPLY FOR YOUR VISA

We strongly recommend that you read the UKCISA web pages on Short-term Study visas:

<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Short-term-student-visa>

You should also check the UK Visas and Immigration (UKVI) website:

<https://www.gov.uk/study-visit-visa>

ATAS clearance is needed for all international students coming to study certain subjects, regardless of the length of study. Your offer letter and/or your Short-term study visa letter will tell you if your course requires ATAS clearance. You must obtain ATAS clearance before making your visa application and before you will be permitted to enrol on your course. Please visit <https://www.gov.uk/guidance/academic-technology-approval-scheme> for more information.

HOW TO APPLY

Some students will need to apply for a Short-term study visa before travelling to the UK (visa nationals) while others can apply on entry to the UK at immigration control (non-visa nationals). If you are a visa national, you MUST apply for your Short-term study visa before travelling. A list of nationalities considered to be visa nationals can be found under Appendix 2 at <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor-rules>.

Non-visa nationals are those nationalities that don't appear on the Appendix 2 list. If you are a non-visa national you may apply for Short-term study visa on arrival at a UK airport. However even if you are considered a non-visa national, there are benefits to applying for your Short-term study visa before travelling. These will be outlined in the guidance below.

APPLYING BEFORE TRAVELLING TO THE UK

A Short-term study visa letter from Cardiff University will be required for your application. Once you have accepted your offer the relevant team will be in touch to request the information required for your letter, this will then be generated and sent to you.

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

Your letter will include your personal details, course information including course dates and whether you will need an ATAS clearance certificate to study your chosen course (see 'Before you apply').

You will need to submit an on-line visa application form, scan and upload your supporting documents and book an appointment to provide your biometric information.

If applying in advance, you should receive a decision in approximately 3 weeks. However, you should always double check visa processing times on the UK Visas and Immigration website as it could take longer.

APPLYING ON ARRIVAL TO THE UK

A Short-term study visa letter from Cardiff University will be required for your application. Once you have accepted your offer the relevant team will be in touch to request the information required for your letter, this will then be generated and sent to you. Your letter will include your personal details, course information including course dates and whether you will need an ATAS clearance certificate to study your chosen course (see below).

Bring your Short-term visa letter and the rest of your supporting documents in your hand luggage.

On arriving in the UK, go through immigration control and make sure that you see an immigration official in person so that you may present your documents and obtain the correct visa. **DO NOT USE the eGates** even if you are eligible as you will not be able to obtain the correct entry visa and you won't be able to enrol on your course.

If you are applying for the Short-term study visa upon your arrival at UK border, you should not travel via the Republic of Ireland. If you do, you will not pass through UK immigration and will not have the opportunity to obtain a Short-term study visa stamp. This includes any flights connecting through Dublin to a final UK destination.

WHAT DOCUMENTS SHOULD I BRING WITH ME?

If you have applied in advance of your travel to the UK and have received your Short-term study visa you should still carry all documents submitted with your visa application in your hand luggage and the letter produced for you from Cardiff University. You may be asked by the Border Force Officer to present these when you enter the UK.

If you are applying at the UK border you should bring the following in your hand luggage:

- ▶ Short-term Study Visa confirmation letter from the Global Opportunities Office at Cardiff University;
- ▶ ATAS clearance certificate (if applicable)
- ▶ For fee paying students: evidence that you have sufficient funds to cover your tuition fees for your course and living costs; if you are financing your studies yourself, you must show you have enough money to pay your tuition fees for your whole course (as documented on your letter from Global Opportunities) and also £1,015 per month for each month you are going to be in the UK to cover your accommodation and living expenses.
- ▶ For non-fee paying students (for example students coming to Cardiff University on an international exchange programme): you will not need to evidence funds for tuition fees, however you must provide evidence of enough money to support yourself while you are in the UK. You must evidence a minimum of £1,015 per month for each month you are going to be in the UK to cover your accommodation and living expenses.

In addition to these documents every applicant should visit the UK Short-term study visa pages for further information about any other documents you must provide.

HOW LONG WILL MY VISA BE VALID?

Whether you apply for your visa in advance of travelling or you apply on arrival to the UK you will receive a 6-month vignette or visa stamp in your passport. However, the Home Office rules state that you should leave the UK within 30 days of the end of your course (as stated on the offer letter or invitation letter) or by the expiry date of your visa, whichever is earlier.

CAN I TRAVEL OUTSIDE THE UK WITH THIS VISA?

If you plan on travelling outside the UK during your semester (for example, to other countries in Europe), it is strongly recommended that you apply for your visa in advance of arriving to the UK. A visa obtained in advance is a 'Multiple Entry' visa meaning you qualify to leave and re-enter the UK throughout the semester. A visa stamp obtained upon arrival is a 'Single-entry' visa, and increases the risk of being declines re-entry when you return to the UK.

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WHEN CAN I ENTER THE UK

If making an application in advance, your visa will be issued for 6 months with a start date in line with the course start date stated on your invitation letter and the date that you informed the Home Office you intended to travel to the UK.

You must not enter the UK before the start date, or overstay your visa after the end date. You should wait until you have obtained your successful visa decision with confirmed dates before you book any non-refundable travel tickets.

If you are applying upon your arrival at the UK border you can enter one week before the term date set by Cardiff University.

For more information on these visa conditions see the UKCISA webpages. Travelling via The Republic of Ireland (including connecting flights through Dublin)

If you are applying for the Short-term study visa upon your arrival at UK border, you should not travel via the Republic of Ireland. If you do, you will not pass through UK immigration and will not have the opportunity to obtain a Short-term study visa stamp. This includes any flights connecting through Dublin to a final UK destination.

AM I ALLOWED TO WORK IN THE UK?

No, you will not be allowed to work or take up any unpaid voluntary work or work placement.

WHERE CAN I GET MORE HELP AND ADVICE

You can obtain advice on making preparations for coming to the UK at:

<https://www.cardiff.ac.uk/international/arrive>

<https://www.gov.uk/study-visit-visa>

<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Short-term-student-visa>

TIER 4 (GENERAL) VISA

Students who have been accepted to study at Cardiff University for a duration longer than 6 months must apply for a Tier 4 visa. You will be automatically issued a CAS number once you accept for offer to study at Cardiff University.

If you are a student attending for less than 6 months, but wish to work or volunteer whilst in Cardiff you may also be eligible to apply for a Tier 4 visa (be aware that certain restrictions to working in the UK apply). You will not be automatically issued a CAS number, you must request this from the relevant office overseeing your application (Study Abroad or Erasmus+).

BEFORE YOU APPLY FOR YOUR VISA

We strongly recommend that you read the UKCISA web pages on Applying for a Tier 4 (General) visa:

<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Making-a-Tier-4-General-application-in-UK>

You should also check the UK Visas and Immigration (UKVI) website:

<https://www.gov.uk/tier-4-general-visa>

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.

HOW LONG WILL IT TAKE?

Applying for your Tier 4 (General) visa can take around two months, it is important you start the process as soon as possible. For more information on visa processing times see:

<https://www.gov.uk/visa-processing-times>

WHEN CAN I COME TO THE UK?

For one semester placements, you can come to the UK up to 7 days before the course start date.

For full year placements, you can come to the UK up to 30 days before the course start date.

This 30 days will start 30 days before the course start date on your CAS or seven days before the date that you specified on your application as your intended date of travel to the UK, whichever is later.

Further guidance on when you can enter the UK on a Tier 4 visa can be found on the UKCISA webpages.

HOW LONG CAN I STAY IN THE UK ON THIS VISA

For students coming for less than six months: The full length of the course + seven days after the end of your course.

For students coming for six months or more but less than 12 months: The full length of the course + two months after the end of your course.

AM I ALLOWED TO WORK IN THE UK?

Yes - restrictions apply. Details of permissible work for undergraduate students on a Tier 4 (General) visa can be found on the UKCISA web pages.

FURTHER GUIDANCE FOR APPLYING FOR YOUR VISA

WHAT ARE THE VISA RULES AND RESPONSIBILITIES?

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

<https://www.cardiff.ac.uk/visas>

KEEP UP TO DATE WITH CHANGES TO THE IMMIGRATION RULES

All the advice in this guide was correct when it was published in November 2019. However, UK immigration law changes regularly. Please make sure that you have the most up-to-date information by checking the following website <https://www.gov.uk/tier-4-general-visa>

I AM CURRENTLY IN MY HOME COUNTRY. WHO CAN HELP ME APPLY FOR MY CARDIFF UNIVERSITY 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 can also contact the relevant team at Cardiff University for general guidance on where you can find help.

I AM CURRENTLY IN THE UK. WHO CAN HELP ME APPLY FOR MY 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/study/student-life/student-support/international-student-support

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)29 2251 8888
Email: ISS@cardiff.ac.uk

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 at:
iss@cardiff.ac.uk

AM I A LOW RISK NATIONAL AND IF SO WHAT DOES THIS MEAN?

Those considered low risk nationals do not initially need to provide their academic qualification documents or evidence of money to cover course fees, and maintenance. However, the Immigration Officials at UKVI can request all your exam certificates/transcripts and financial evidence at any time and will refuse your visa application unless you submit all your documents by the date requested, or if your documents don't meet the Home Office requirements. Therefore you must be prepared to submit them to UKVI or on request just in case. To be considered a low risk national, you must be applying from your country of nationality or a country where you hold valid residency and hold a

passport for British National (Overseas), Hong Kong or Taiwan, or be a national of one of the following countries:

- Australia
- Bahrain
- Barbados
- Botswana
- Brazil
- Brunei
- Cambodia
- Canada
- Chile
- China
- The Dominican Republic
- Indonesia
- Japan
- Kazakhstan
- Kuwait
- Malaysia
- Mauritius
- Mexico
- New Zealand
- Oman
- Peru
- Qatar
- Serbia
- Singapore
- South Korea
- Thailand
- Tunisia
- United Arab Emirates
- United States of America

UKVI change the list of low risk nationals annually, so please check the Tier 4 policy guidance document to see if your country is still on the list
<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements>

CAN MY FAMILY COME TO THE UK TO HELP ME DURING MY FIRST FEW DAYS IN CARDIFF?

If your parents, or any other family member, will be accompanying you to Cardiff for a few days to help you settle into your new life, they will need to obtain a standard visitor visa. For more information on applying for a visitor visa see: <http://www.cardiff.ac.uk/new-students/before-you-arrive/international-students/visas-and-immigration/bringing-your-family>

FOR MORE
INFORMATION
ON WHEN TO
ARRIVE SEE
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WHAT DOCUMENTS DO I NEED TO APPLY FOR MY TIER 4 (GENERAL) STUDENT VISA?

TO APPLY FOR A TIER 4 (GENERAL) STUDENT VISA YOU WILL NEED THE FOLLOWING:

_1

Valid Passport

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

_2

ATAS Certificate (if applicable)

You must obtain an Academic Technology Approval Scheme (ATAS) clearance certificate if you are coming to Cardiff for a postgraduate research or taught postgraduate course in certain science, engineering or technology subjects in the areas listed by the Academic Technology Approval Scheme (ATAS). If you require an ATAS certificate, it will state this in your offer letter/email that you receive from Cardiff University.

You can also check the following website: 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 of weapons of mass destruction.

www.fco.gov.uk/atas

You must have your ATAS clearance certificate before you apply for your Tier 4 student visa. It can take two months to get this, so you must apply early. For more information see:

www.cardiff.ac.uk/studentssupport/international/visaandimmigration/atas

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Tuberculosis Testing and certificate required (if applicable)

If you live in one of the countries detailed below and are coming to the UK for more than 6 months, 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.

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

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

All documents that you are submitting with your visa application must be original. If any of your original documents are not in English, the original documents must be accompanied by a full translation that can be independently verified by the Immigration Officer. The original translation must contain:

- ▶ confirmation from the translator or translation company that it is an accurate translation of the original document;
- ▶ the date of the translation;

- ▶ the full name and original signature of the translator or of an authorised official of the translation company; and
- ▶ the translator or translation company's contact details and the company's credentials.

To find a professional translator who is able to provide official certified translations contact the British Council in your country: www.britishcouncil.org.uk or if there is a local education advisor in your country, they will be able to direct you to a professional translator.

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

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.

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Your CAS number

This is your unique reference number emailed to you by Cardiff University which you need to include on your Tier 4 (General) Student visa application form.

You will need to show that you have achieved a total of 40 points as part of your visa application. Providing a valid Confirmation of Acceptance for Studies (CAS) number will provide you with 30 points. While the remaining 10 points can be shown by satisfying the financial requirements, as explained below. To get your CAS email from Cardiff University you must have:

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

If you still have a conditional offer to study at Cardiff University and need help or advice on up-loading and sending your qualifications to the University - please contact the Global Opportunities at the following email address: go@cardiff.ac.uk Your CAS email 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 EMAIL!

You will receive an email from Cardiff University asking you to log in to your SIMS online record and check that all the information in the CAS email is correct. Make sure that you check this carefully, for example, your name must be exactly the same as it appears on your passport. Also check that your passport number, qualifications, and the details of the course you will undertake, including course duration, are all correct, and any payments that you have made to the University are recorded in the CAS correctly.

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

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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 showing 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 academic certificates are not accepted. Scans or copies of support documents are permitted but they must be good quality and we recommend that you always take originals to your visa application appointment.

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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 the Financial Maintenance Requirements information on page 9.

IMPORTANT
It takes the University a long time to change the CAS information and email it to you again. So 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.

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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: cas@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 UKVI maintenance and tuition fee requirements (if applicable) for Tier 4 visa (see p10 for financial requirements)



Check that you have all your ORIGINAL transcripts/exam certificates listed in the CAS email(see p6 – “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 for VAF9 in North Korea)

Book your appointment at Visa Application Centre (if appointment is required). Scan and upload copies of your supporting documents when requested.

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 (if retained)

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

Buy your plane tickets to the UK to arrive for your start date (this is will be confirmed by the Study Abroad or Erasmus+ team).
(make use of Cardiff University's airport service from London Heathrow / Bristol / Cardiff airports - September only).

Travel to the UK during the validity of the 30 day vignette printed inside your passport

Collect your Biometric Residence Permit (BRP) card within 10 days of arriving in the UK at a local Post Office or at Cardiff University, whichever is stated on your decision letter from the UKVI. Further details about this procedure and how it will affect your enrolment process will appear on our website as soon as possible, within the following pages:
<http://www.cardiff.ac.uk/new-students/when-you-arrive/international-students/biometric-residence-permit-brp>

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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 (if applicable)

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. Part months will be rounded up to full months.

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 28 day period or at any time up to the date of closing balance. We recommend that you keep the necessary funds in the same account until you receive your visa. The closing balance of the statement must also not fall below the required amount.

WHAT DOCUMENTS SHOULD I PROVIDE AS PROOF THAT I MEET THE FINANCIAL (MAINTENANCE) REQUIREMENTS?

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

1

Bank statements or letter from the bank showing you have cash in a personal bank account in your name, or in the name of your parent(s) or legal guardian

2

Bank statements or letter from the bank from a joint account with a friend or relative

3

A government or educational loan in your name

4

Official financial or government sponsorship.

1. Bank statement from your personal or your parents' bank account

The money that you use, must consist of cash funds in current or a savings account and available to you. Other accounts such as shares, bonds, overdrafts, credit cards and pension funds are not acceptable. If funds are not in your name you can use your parents' bank account. Please note it is only your parents' money you can use instead of your own – you cannot use other relatives or friends accounts. Additional documents are required if you use parental bank statements. See page 11.

FINANCIAL INSTITUTIONS THAT THE UKVI DO NOT DEEM AS SATISFACTORY

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

BANK ACCOUNT DOCUMENTS REQUIRED FOR VISA APPLICATIONS

FOR THE MOST UP TO DATE INFORMATION PLEASE VISIT THE UKVI WEBSITE.

You must provide one of the following documents:

Your original personal bank statement or your parent(s) original bank statements must show that sufficient funds have been held for at least a consecutive 28 day period and that period ends with the closing balance shown on the statement. The total amount of money held must not fall below the required amount at any point during this 28 day period or at any time up to the date of closing balance. We recommend that you keep the necessary funds in the same account until you receive your visa. The closing balance of the statement must also not fall below the required amount.

The bank statement must show:

- ▶ your name or your parent(s) or legal guardian
- ▶ the account number
- ▶ date of statement
- ▶ the name and logo of the bank
- ▶ amount of money available

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

Alternatively an electronic bank statement is acceptable as proof of money held in your account, if each and every page of the electronic statement has your bank's official stamp. UKVI will not accept bank statements which show the balance in the account on a particular day because these documents do not show that you had held enough funds for the full 28 day period needed. If you are relying on money held by your parents or legal guardians, you must also provide the following:

- ▶ Original legal document (or a notarised copy) stating your relationship to them, 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.

2. A bank letter

You can also use a bank letter, or letter from a regulated financial institution to show you have money available for your visa application. This letter must show that you have held the money for a consecutive 28 day period ending no more than 31 days before the date you submit your student visa application. It must contain the following:

- ▶ your name or your parents/legal guardian's name
- ▶ the account number
- ▶ the date of the letter
- ▶ the financial institutions name and logo
- ▶ the money in your account
- ▶ that there is enough money to cover course fees (if applicable) and living costs

Please see our international pages for more information:

<https://www.cardiff.ac.uk/new-students/before-you-arrive/international-students/visas-and-immigration/before-you-apply-for-your-visa/financial-requirements>

3. If I am using a bank loan to finance my education, what evidence do I need to provide?

The loan letter from a regulated financial institution must be 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:

<http://www.cardiff.ac.uk/usa>

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/conv erter/ UKVI will base the exchange rate for your country's currency on the date of your visa application.

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4. 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 all living expenses, you do not have to provide separate evidence of your savings. If the details of your official financial sponsor 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 be on official letter-headed paper and must not be more than six months old.

The letter must be on official letter headed paper and show::

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

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

PLEASE BE AWARE THAT THIS INFORMATION MAY CHANGE. VISIT THE UK HOME OFFICE WEBSITE FOR UP-TO-DATE INFORMATION



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 (if applicable) 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 (in other words, private accommodation that is not part of Cardiff University).

If you pay all or some of your tuition fees to Cardiff University Finance Office before you receive your CAS email, then the amount you have paid for your tuition fees will be notified directly to the UKVI and recorded in this CAS email.

However, please note that any payments made by bank transfer can take around ten working days to appear in the Cardiff University account, so will not be able to be confirmed within the CAS statement immediately.

DOCUMENTS NEEDED TO SHOW YOU HAVE ALREADY PAID MONEY TO CARDIFF UNIVERSITY

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

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

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 in the UK:

Afghanistan	Lebanon
Algeria	Libya
Argentina	Moldova
Armenia	Morocco
Azerbaijan	North Korea
Bahrain	Oman
Belarus	Palestine
Bolivia	Peru
Brazil	Qatar
China	Russia
Columbia	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 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.



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.

The police may also arrange times where students can register at Cardiff Rumney Police Station. You will be notified via email about available times you can register.

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

If this is the first time you will be registering with the police in the UK, make sure you download the questionnaire.

See: www.cardiff.ac.uk/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)
- ▶ A completed police registration questionnaire

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

Yes, you must make an appointment with the police to update your existing certificate but you won't need to pay to make an update.

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 from Cardiff University, or your Cardiff University student ID card
Change of marital status	Marriage certificate, or Divorce certificate
New visa granted by UKVI	Biometric 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.

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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 Global Opportunities as soon as possible:

Tel: +44 (0) 29 22 518 88
or email
go@cardiff.ac.uk

ACCOMMODATION

FULL YEAR EXCHANGE STUDENTS

(September – June)

The Residences Office only guarantees an offer of a single occupancy place in University residences to those visiting exchange students who are studying at Cardiff University for the full academic year. There are a number of Halls of Residence and Student Houses to choose from, offering catered, part-catered and self catered residences. Around 70% of residences are ensuite, which means that each study bedroom has its own bathroom. Some residences have shared bathroom facilities, which are shared between 4 and 8 people. All residences have communal kitchen areas in which to prepare food.

The Residences Guide will give you full details of the different types of residence available to students at Cardiff University:

<https://www.cardiff.ac.uk/study/accommodation>

ONE SEMESTER ONLY EXCHANGE STUDENTS

(Either autumn or spring semester only)

Unfortunately, the Residences Office cannot guarantee exchange students studying at Cardiff University for only one semester a place in University residences. If you would like to stay on-campus for your semester at Cardiff University, we would encourage you to apply as soon as possible.

STUDENTS ARRIVING IN SEPTEMBER

If you are an Erasmus+ student and will study with us for the autumn semester only, it is unlikely that University Residences will be able to offer you a place in University residences. This is due to the high number of students arriving in Cardiff at this time. It is probable that University Residences will only be able to let you know if they are able to allocate you a place in late September.

You can contact the Residences Office prior to your arrival in Cardiff to check availability by emailing residences@cardiff.ac.uk or calling +44(0)29 2087 4849.

If you are unable to wait to hear about the possibility of a room in University residences, we strongly recommend that you look for private accommodation on arrival in Cardiff. It is very difficult to find a house if you are not in Cardiff and we do not advise that you arrange long-term accommodation from overseas. It is best to arrive in Cardiff during the induction period and reserve a room in a hostel, local guesthouse or hotel while you look for a suitable, private accommodation. This can be expensive so you will need to ensure you have enough funds to support you at the start of your placement.

Looking for private accommodation can be a stressful time, but we will do our best to help you.

STUDENTS ARRIVING IN JANUARY

If you are arriving in January and will study with us for the spring semester only, it is more likely that a number of vacancies will become available in University residences which can be offered to exchange students in Cardiff for the semester only. We cannot guarantee this accommodation, but if you would like to apply online, you will be contacted by the Residences Office in December regarding availability.

I AM A FULL YEAR EXCHANGE STUDENT. IS UNIVERSITY ACCOMMODATION GUARANTEED?

Yes, however you must:

1. Submit your online application by 09:00 Thursday 8 August 2019
2. Receive/accept an unconditional offer to study by Saturday 31 August 2019
3. Accept your online Offer of Residence within 5 days of your room being allocated
4. Arrive and collect your room key within the dates/times specified in the Arrival Information.

For more information see:

<https://www.cardiff.ac.uk/new-students/when-you-arrive/moving-in/arriving>

HOW MUCH WILL UNIVERSITY RESIDENCES COST?

Your residences fees will vary depending on the type of accommodation and facilities you choose. For information regarding the costs of University residences, please download the Residences fees document from the below web page:
<https://www.cardiff.ac.uk/new-students/before-you-arrive/accommodation-and-moving-here/paying>

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



WHEN WILL I BE ALLOCATED UNIVERSITY RESIDENCES?

Before residences are allocated, you must have firmly accepted your unconditional offer to study at Cardiff University. 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 09:00 Thursday 8 August 2019**

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

HOW DO I INFORM RESIDENCES 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 accommodation, 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 accommodation. You should tell them about your special requirements even if they would not apply if you were allocated a room in the accommodation you have chosen. Only information provided at the time of the application, along with written confirmation from a doctor, will be taken into account by the Residences Office in the allocation process. All disability/medical information provided will be treated confidentially and only used in allocating you accommodation.

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WHEN DO I NEED TO PAY FOR MY UNIVERSITY RESIDENCES?

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

- ▶ Credit/debit card in full in advance or on arrival
- ▶ Direct debit from a UK bank account (payable in three instalments after you arrive). For more information about opening a UK bank account see page 31. Further details of local banks will be included in your arrival pack and on the website. For details on the payment dates for residences fees by direct debit for 2019/20 please see

<https://www.cardiff.ac.uk/new-students/before-you-arrive/accommodation-and-moving-here/paying-for-your-residence>

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

WHAT TYPE OF UNIVERSITY ACCOMMODATION IS AVAILABLE?

The Residences website contains full details of the accommodation available: <http://www.cardiff.ac.uk/study/accommodation>

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.



WILL I HAVE MY OWN ROOM?

Yes, you will have your own study bedroom – Cardiff University does not have shared rooms or dormitories. You will have to share a kitchen/living space with the other people in your flat or house.

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 en-suite accommodation in your Residences application.

WILL I HAVE ACCESS TO HIGH-SPEED INTERNET IN MY ROOM?

Yes, all study bedrooms are equipped with network connection points and wireless access. The cost of all this is included in your residences fees. More information on connecting to the network will be provided in your arrivals guide.

WILL I HAVE A TELEPHONE IN MY ROOM?

No, most students have mobile phones or use Skype. See page 33 for more information on buying a mobile phone and staying in touch.

WHAT IS PROVIDED IN UNIVERSITY RESIDENCES?

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

Please see the following website for more information on what to bring: <https://www.cardiff.ac.uk/new-students/before-you-arrive/accommodation-and-moving-here/what-to-bring>

The Residences website contains full details of University accommodation



THINGS YOU'LL NEED IN YOUR UNIVERSITY RESIDENCE

You will need to provide your own pillow, bedding, towels, personal crockery, cutlery, saucepans and other cooking utensils. You can buy all of this cheaply in Cardiff, so do not bring this with you because your suitcase will be too heavy to carry! See page 20 for what to bring with you.

WHEN CAN I MOVE INTO MY UNIVERSITY ACCOMMODATION?

September starters: you can move into your room anytime from Wednesday 18 September until Sunday 22 September.

If you can't use the free airport pick-up service (page 23), and arrive between Friday 20 September - Sunday 22 September then you need to time your arrival so that the Residences Office is open to collect your keys. Details of our office opening hours can be found in your Arrival Information at <http://www.cardiff.ac.uk/new-students/when-you-arrive/moving-in/arriving>

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.

HOW LONG CAN I STAY IN UNIVERSITY RESIDENCES?

All Cardiff University residences allow you to stay during term time and the Christmas and Easter vacations.

WHICH HALLS OF RESIDENCE IS NEAREST MY SCHOOL?

Use the map in the back of this brochure to work out how close your accommodation will be to your School. The nearest residences is not necessarily the best and you should think about the environment you want to live in (for example Talybont has a sports centre on site and is very close to a big supermarket). If you're not sure what building you will be studying in, contact Global Opportunities on go@cardiff.ac.uk

TEMPORARY 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, hostel or bed & breakfast. All types of accommodation can be found near the campus and the central city area. You can find further information on accommodation in Cardiff from the Cardiff Visitor Centre, which provides an accommodation booking service.

Telephone with your credit card details +44 (0)29 2087 3573 or email visitor@cardiff.gov.uk
www.visitcardiff.com

Alternatively, self-catered accommodation is available at the University between 19 June and 11 September 2018. For more information and costs see www.cardiff.ac.uk/summer

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PRIVATE ACCOMMODATION IN CARDIFF

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



LOOKING FOR PRIVATE ACCOMMODATION FROM YOUR HOME COUNTRY

We would not advise arranging long-term rented accommodation from overseas. It is best come to Cardiff before the start of your course and reserve a room in a hotel, hostel or bed & breakfast 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 AGENCY

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

www.cardiffstudentletting.com

HOST FAMILY ORGANISATIONS

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

www.homestayfinder.com
www.homestay.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
- ▶ You may have to pay multiple months of your rent in advance if you do not have a relative or friend living in the UK who can act as a guarantor and who will agree to pay your rent if you have money problems and can't pay it.

COUNCIL TAX

Council Tax is a British property tax that is paid to the local council for local servicing including rubbish collection, the police and fire service. If you are coming to Cardiff for the full academic year, you will automatically be exempt from this tax.

I AM STAYING IN CARDIFF FOR LESS THAN 24 WEEKS. HOW DO I BECOME EXEMPT FROM PAYING COUNCIL TAX?

If you are an Erasmus+ student and your exchange placement is less than 24 weeks you will need to provide the Council in Cardiff with a letter from your home University, along with a Council Tax Exemption Certificate from Cardiff University in order to become exempt from paying the tax.

The letter from your home University must include the following:

- ▶ your Cardiff address
- ▶ the start date and end date of your degree programme
- ▶ the start date and end date of your exchange placement
- ▶ confirmation that you will remain a full time student at your home University while studying at Cardiff and that you will remain a full time student when you return after your exchange placement

Please note that you will not be able to obtain these letters until you have a permanent address in Cardiff. Do not worry about this. The Council will not need these letters until you have found your accommodation in Cardiff.

Once you have a permanent address in Cardiff, you will need to update your student record accordingly (<https://sims.cf.ac.uk>). Once you have

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

completed this process, you will be able to request a Council Tax Exemption Certificate via your student record. You will then need to post both letters to the Council at the following address:

Cardiff Council,
Council Tax Office,
PO Box 9000, Cardiff,
CF10 3WD

International Exchange students may need to pay Council Tax for private accommodation in Cardiff. This will be in addition to any rent and bills due. Your landlord may be able to advise on this further.

HELP AND HOUSING ADVICE

If you are thinking of renting private sector accommodation, you can obtain information on the typical costs of renting in Cardiff and gain useful tips on what to look out for when looking for private accommodation from the Advice and Money team at Cardiff University. To contact, email adviceandmoney@cardiff.ac.uk

The Student Advice team in the Students' Union can also help. They are happy to explain and check your tenancy agreement before you sign a contract or pay any monies to your landlord.

They also have information to help you find accommodation. To contact, email Advice@cardiff.ac.uk

For Erasmus+ students in Cardiff for the autumn semester only, there will be a Housing Advice drop-in on Friday 20 September 2019 at between 13:30 and 16:30.

If you would like further advice on finding private accommodation, please come along to the Global Opportunities Office, 51a Park Place between these times.

DO I NEED INSURANCE FOR MY PERSONAL POSSESSIONS?

Yes, 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/new-students/when-you-arrive/moving-in/insurance

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 by clicking on "travel".



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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.

HOW MUCH MONEY SHOULD I BRING?

Bring enough money to cover your costs for the first two weeks as you would if you were going on holiday. You will probably have to buy bedding 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.

CAN I BRING MY COMPUTER TO CARDIFF?

Yes, you can bring your laptop with you to Cardiff University but you should check it can work with UK sockets. It is also important to make sure that your laptop is insured for travel and your stay in Cardiff.

PLEASE TRY NOT TO 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.

CAN I BRING ELECTRICAL PRODUCTS TO THE UK?

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

SHOULD I BRING MY OWN COOKING UTENSILS?

No, do not bring cooking utensils with you. Your case will be too heavy for you to carry! You can buy saucepans, plates and other cooking utensils very cheaply from supermarkets close to University residences. Please see page 16 for information about what is provided in your residences and private 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. You will find that Cardiff has many international food stores, and large supermarkets where you will be able to find many ingredients available in your home country. For more information on banned foods see the website <https://www.gov.uk/food-safety-as-a-food-distributor/food-import-controls>

SENDING AND STORING YOUR LUGGAGE

Unfortunately, Cardiff University is unable to receive any of your luggage before your arrival in Cardiff. However, there are several companies that offer services to students who wish to transport excess luggage. They can arrange for your luggage to be put into storage until you arrive, when it can be delivered to you. For further details see

<https://www.cardiff.ac.uk/new-students/before-you-arrive/international-students/what-to-bring>



SHOULD I BRING MY OWN BEDDING?

We do not advise you to bring bedding with you. If you are staying in University accommodation, 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, Primark Home or Shaws the Drapers when you arrive.

CAN I BRING MY MOBILE PHONE?

More information about mobile phones is available on page 33. 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.

HOW CAN I CONTACT OTHER STUDENTS BEFORE I ARRIVE?

The Erasmus+ and International Exchange Teams have set up a Facebook Group where all exchange students coming to study at Cardiff University can make friends, discuss travel plans and talk about Cardiff. Click the links below to join the group:

[Incoming Student Facebook Group](#)

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TRAVELLING INDEPENDENTLY TO CARDIFF UNIVERSITY FROM HEATHROW

WHICH AIRPORT SHOULD I ARRIVE AT IN THE UK?

Most of Cardiff's incoming 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, which is only 30 minutes travel time from the University or Bristol Airport which is about 1 hour and 20 minutes from Cardiff University.

BY COACH

The cheapest way to travel to Cardiff from Heathrow airport 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 <https://www.nationalexpress.com/en/destinations/cardiff> or the National Express Booking Office in Heathrow airport.

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.

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 £5 and the journey takes 45 minutes.

ARRIVING AT CARDIFF RAILWAY STATION

If you are arriving by train you will arrive at the railway station in the centre of Cardiff. We recommend that you then take a taxi to your accommodation. There will be taxis waiting at a taxi rank outside the station and taxi fares to University residences cost between £8 – £12 depending on where your accommodation is and how much luggage you are carrying. More information about taxis is on page 42.

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 IF I ARRIVE EARLY?

If you are staying in University accommodation, your allocated room will not be available before your allocated date, 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. Please be aware that if you arrive on a Saturday or Sunday Global Opportunities will not be open.

WHAT IF I ARRIVE LATE?

All keys for University residences must be collected on your specified date. Please contact the Residences Office if you think you are going to be arriving after late

Email: residences@cardiff.ac.uk

KEY COLLECTION FOR NON-SEPTEMBER STARTERS

If you are not starting your course in September, and not participating in January induction, you should collect your keys on the first day that your residences contract starts, (see your residences contract or agreement).

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 Centre next to the Psychology Tower block, opposite 51 Park Place (map reference 2). The Security Centre will contact your University Residence and arrange for you to have access to your accommodation.

WHERE DO I PICK UP THE KEYS TO MY UNIVERSITY ACCOMMODATION?

If you use the airport pick-up service on Wednesday 18 or Thursday 19 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 <http://www.cardiff.ac.uk/new-students/when-you-arrive/moving-in/arriving>

YOU MAY BE ABLE TO BUY A DISCOUNT CARD FOR COACH AND/OR RAIL TRAVEL WHEN YOU ARRIVE. MORE DETAILS ARE ON PAGE 31.



LIVING EXPENSES

ESTIMATED AVERAGE LIVING EXPENSES FOR A SINGLE PERSON LIVING IN UNIVERSITY RESIDENCES

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**.

Figures are based on 2018/19 living costs.

TIER 4 STUDENT VISA HOLDERS

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.

	Undergraduate 9 months	Postgraduate 12 months
Rent (inc bills)*	£4,833	£6,426
Food £	£1,291	£1,159
Social / leisure	£1,173	£1,529
Laundry & toiletries	£195	£312
Travel	£352	£484
Mobile/TV licence	£332	£236
Clothes**	£293	£327
Books**	£342	£320
Total	£8,811	£10,793
* Rent based on an en-suite room in Talybont South		
**Please note that these are start-up costs only		

OPENING A BANK ACCOUNT

STUDENT DISCOUNT CARDS

You will find that a lot of things, such as cinema tickets, clothing and travel, can be bought at a 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 may also entitle you to discounts in shops, cinemas and restaurants. Ask if they offer a "student discount".

International Students' Identity Card (ISIC)

This card enables you to obtain discounts on flights, accommodation, IT software and internet products, food and drink. You can apply online for this card. For more information and details of the documents you need to obtain this card see:

www.isic.org

Student Travel Reduction Cards

If you are exploring the UK while you're here you will make considerable savings on travel by purchasing a Young Persons' Railcard and/ or a Coach Card.

The Young Persons' Coach Card can be bought at National Express coach offices or online. This card costs around £12.50 plus £22.50 for postage and packaging for a year, or around £30 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 around £30 for one year or around £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

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.

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 request a letter via your SIMS account, once you are enrolled.

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. There may be some banks present at Cardiff University across the Induction period; so it is worth going along to the relevant events and looking at which banks are providing the best deals. Some banks charge a monthly fee, but also provide financial incentives for opening an account with them. All banks provide the following services:

Debit card

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

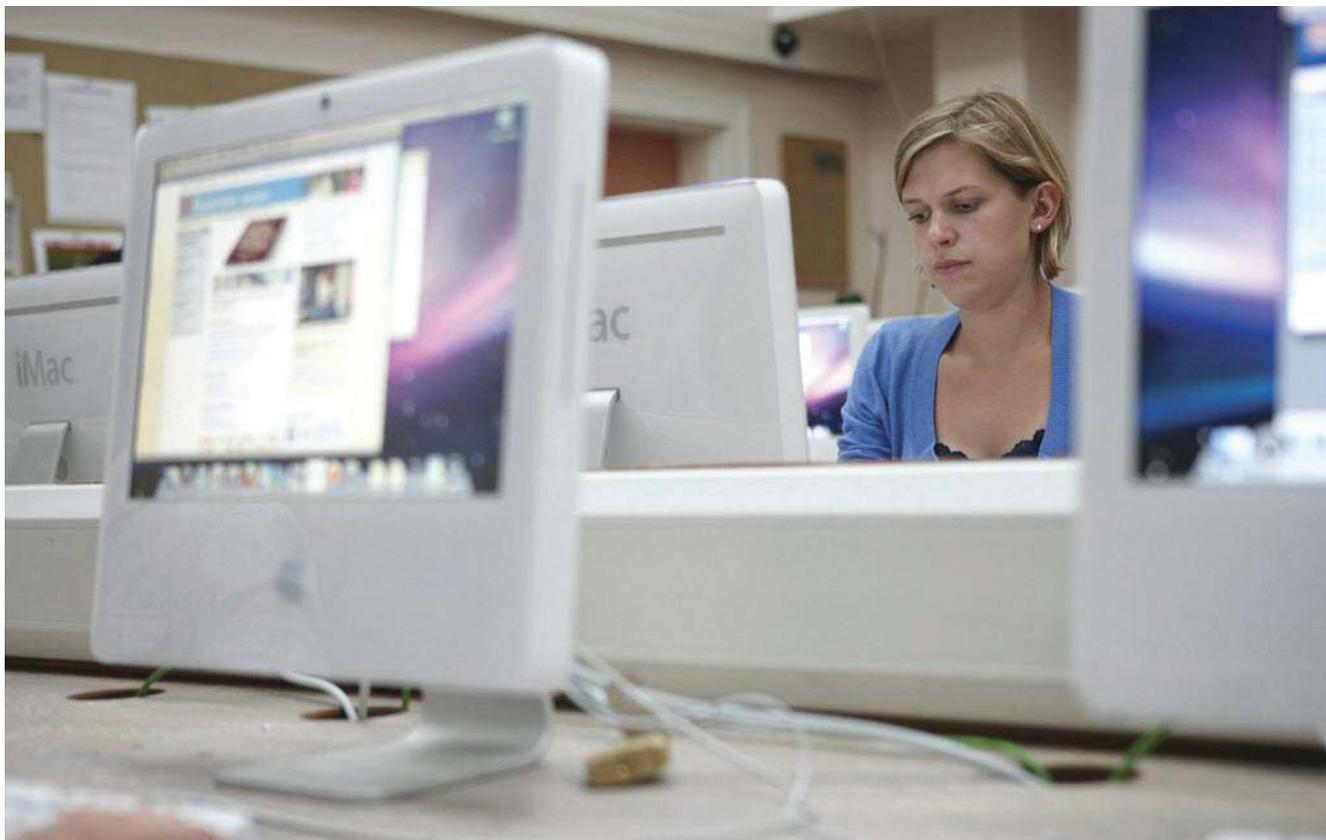
Bank statements

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

Direct debits and standing orders

These allow you to pay for goods and services by regular payments (often monthly) through your bank account. For example, you are likely to pay for your University residence fee by direct debit (see page 16).

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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.

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/

EMAIL

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

MOBILE PHONES

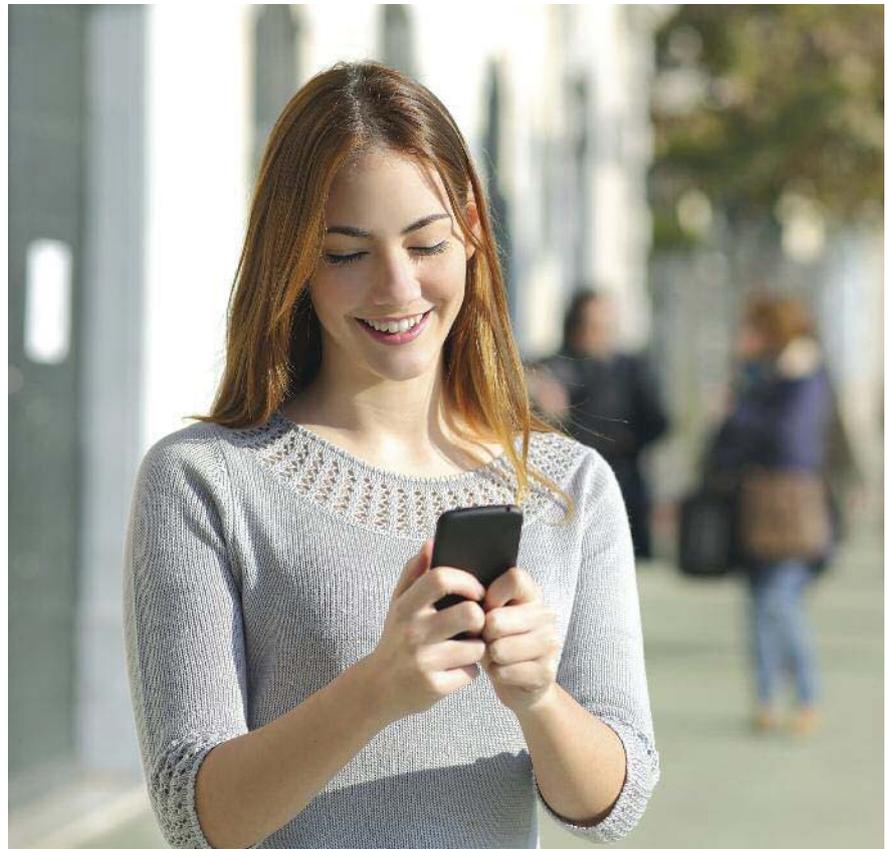
All students use mobile phones for staying in touch with family and friends. If you use the University's free airport pick-up service, you will receive a free mobile SIM card with a small amount of credit so you can phone home if you bring your own mobile phone with you to the UK. For information about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

CAN I USE MY MOBILE PHONE IN THE UK?

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

CONTRACTS FOR MOBILES

If you choose a contract the phone will be cheaper or free but make sure you check the monthly payment and call charges before signing. There 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 can obtain this "proof of enrolment" letter at the bank letter venue in the Students' Union during the induction period. Please see page 27 for further details.



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 MOBILEPHONE?

To compare the costs of different UK mobile phones and network companies see: <http://www.uswitch.com/mobiles/>

Carphone Warehouse are one of the largest independent stores selling mobile phones, but you can also buy a phone from supermarkets or mobile phone shops. It is a good idea to shop around.

CHEAPWAYS FOR KEEPING INTOUCH

There are several cheap ways for contacting your family overseas. These include international calling cards and online services such as Skype, WhatsApp and FaceTime.

EU ROAMING

The EU "roam like at home" rules mean that when you use your mobile phone while travelling outside your home country in any EU country you don't have to pay any additional roaming charges. You benefit from these rules when calling (to mobile and fixed phones), sending text messages (SMS) and using data services while abroad. These rules also apply when receiving calls or texts while roaming even if the person you are calling is using a different service provider.

Before you leave your home country, we would encourage you to check that your mobile phone provider offers this service.

Please see the following website for further information: https://europa.eu/youreurope/citizens/consumers/internet-telecoms/mobile-roaming-costs/index_en.htm

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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. There is now a Post Office within the Students Union that you can use.

DELIVERY OF PARCELS TO YOUR UNIVERSITY ACCOMMODATION

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

**REMEMBER
TO LET FRIENDS
AND FAMILY KNOW
YOU HAVE ARRIVED
SAFELY**



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. For Erasmus+ students, it is preferable that you enrol online before you arrive to Cardiff. To enrol online you will need to confirm some personal details and confirm your course details. If you are a fee paying study abroad student, you will also need to pay your tuition fees to be able to enrol online.

International Exchange and Study Abroad Students

You will be sent instruction on how to enrol before you arrive in Cardiff.

Upon arrival in Cardiff you will also attend an Enrolment Session where further enrolment support will be provided. Details of this session will be sent to you via email.

WHEN CAN I ENROL?

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

HOW DO I ENROL ONLINE?

To complete online enrolment go to: <https://sims.cf.ac.uk/>

You will be guided through a series of web pages, which will enable you to check information held by the University about you, and update information where required.

We recommend you enrol online before arriving in Cardiff to avoid:

- ▶ delays in your student ID card being issued
- ▶ delays in being able to access University computing facilities
- ▶ delays at School enrolment
- ▶ delays in obtaining your bank letter which you will need to open a UK bank account

Once you have completed online enrolment you will be shown details of your course and the core modules which form part of the course that you are registered for on the "Confirmation of Student Enrolment" screen. You may wish to print this out for your records and to show that you have completed online enrolment (a copy will be emailed to your Cardiff University email address). After online enrolment, you need to complete your School enrolment and attend School induction activities when you arrive in Cardiff. To find out where and when these are, see the School Enrolment Information web page for your School, your year and course: <http://www.cardiff.ac.uk/new-students/before-you-arrive/online-enrolment>

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CARDIFF UNIVERSITY STUDENT ID CARD

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

FOR INTERNATIONAL (NON EU) STUDENTS ONLY

In order to comply with the UK Government's immigration rules, you must bring your passport, visa and any visa documentation with you when you pick up your student ID card. University staff will make a copy of these documents. If you fail to collect your student card within 2 weeks of the start of your course, you are likely to be reported to UKVI as failing to arrive and attend classes at the University. This is likely to result in you being excluded from Cardiff University.

BIOMETRICS RESIDENCE PERMIT

If you are successful in applying for a Tier 4 Student visa outside of the UK (for longer than 6 months), you will be given a vignette (sticker) in your passport for 30 days to allow travel to the UK. You will also be given a letter informing you of the

decision and details of where you must collect the 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 different to what you have been used to when you start your course, but support is available within the University to help you improve your study skills.

HELP ON IMPROVING YOUR STUDY SKILLS AT CARDIFF UNIVERSITY

Academic Study Skills run free classes for students who wish to improve their study skills and the grades they achieve. The classes are multi-disciplinary allowing students to share good practice, often working in pairs or small groups on a range of topics, from note taking to essay writing. For more information see:

www.cardiff.ac.uk/study/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

WHAT CAN I DO TO PREPARE FOR STUDYING IN CARDIFF?

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

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.

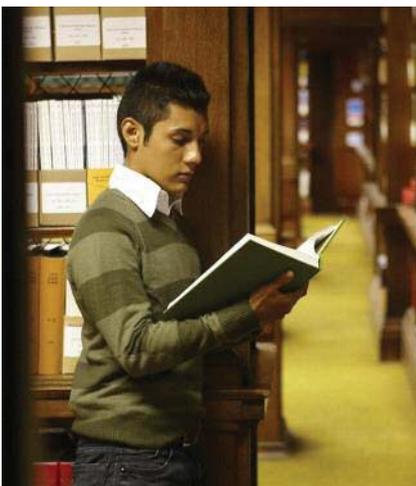
STUDENT MENTOR SCHEME

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:

<https://www.cardiff.ac.uk/study/student-life/student-support/mentor-scheme>

HELP ON IMPROVING YOUR MATHEMATICAL SKILLS AT CARDIFF UNIVERSITY

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



WHERE CAN I ACCESS ENGLISH LANGUAGE SUPPORT?

The University offers a variety of Insessional English language and study skills courses specially designed to help 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 which are specifically developed to meet the needs of a particular course or subject area.

These classes fill up very quickly and priority is generally given to international students studying their full degree programme with us. However, if there are spaces available, exchange students will be able to apply.

For more information see:

<http://www.cardiff.ac.uk/study/international/english-and-foundation-programmes/english-language-programmes/in-sessional-english-language-support>

WILL ACADEMIC STUDY AT CARDIFF UNIVERSITY BE SIMILAR TO HOW IT IS IN MY COUNTRY?

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

WHAT DIFFERENT TYPES OF CLASSES WILL I BE EXPECTED TO ATTEND?

Lecture

This is a large class (sometimes over 100 students), that lasts for one hour. The lecturer will give a general overview of a topic and you will need to take notes. There is usually little opportunity to ask questions during lectures.

Seminar

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

Tutorial

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

Practical work

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

Independent study

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

HOW WILL I BE ASSESSED?

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

- ▶ written examination,
- ▶ 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.

SEMESTER DATES 2019-20 FOR UNDERGRADUATE COURSES*

Semester 1 (Autumn Term)

Monday 30 September 2019
Sunday 26 January 2020

Christmas Holidays

Saturday 14 December 2019

Sunday 5 January 2020

Exam period in semester 1

Monday 13 January 2019
Friday 24 January 2020

Semester 2 Induction Week

Monday 20 January 2020
Friday 24th January 2020

Semester 2 (Spring Term)

Monday 27 January 2020
Friday 12 June 2020

Easter Holidays

Saturday 28 March 2020
Sunday 19 April 2020

Exam period in semester 2

Monday 11 May 2020
Friday 12 June 2020

*The academic year dates for postgraduate students and anyone studying a health-related subject can vary according to the course you are studying but often follow a similar pattern

Your School will send you the academic year dates.

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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.

The amount of assessment you are required to do may vary depending on what your home University need. If you are unsure about whether you are required to complete all the assessment set by Cardiff University, please ask your home University and discuss with your academic school in Cardiff.

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 gain a good mark. At the start of your course you should know how much work you are expected to do and the important dates for completing it. Undergraduate and taught postgraduate students are given a School Course Handbook which will outline what is expected of you. It will give information on:

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



ADDITIONAL FACILITIES FOR POSTGRADUATE STUDENTS

POSTGRADUATE STUDY SPACE

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

POSTGRADUATE SOCIAL ACTIVITIES

The Students' Union and its Postgraduate Association offers a dedicated programme of social activities for postgraduates during the year, see

www.cardiffstudents.com/whatson/postgrad/

COURSE BOOKS

WHERE CAN I GET A READING LIST BEFORE I START MY COURSE?

You should contact your School to obtain any available reading lists prior to arriving at Cardiff.

HOW WILL I GET MY COURSE BOOKS?

The libraries are conveniently located close to the academic schools, and offer a wide range of information resources in

print and online. Most libraries have group study and quiet rooms, as well as social and individual spaces. They stock multiple copies of recommended text books and have long opening hours, including evening and weekends. Your student ID card is also your library card, so you can borrow books from any of Cardiff University's libraries as soon as you have obtained your student ID card. Simply take the books you would like to borrow to one of the staffed service desks or self-issue points in the library, together with your student ID card. You can have 15 items on loan from University libraries at one time.

You can easily locate resources for your assignments, check your library borrowing, renew loan periods and reserve items using the online library catalogue (and mobile app). Early in your course, you will be given an introduction to library and IT facilities. Friendly staff will be available to give help and advice; printed and web-based guides are available on a range of topics; and you can also attend workshops and seminars to help you to make effective use of resources and facilities.

You can access LibrarySearch, the library catalogue, online at: http://librarysearch.cardiff.ac.uk/primo_library/libweb/action/search.do?vid=44WHELF_CAR_VU1

If you click on 'hints and tips' you will find information on how to search.

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 Cardiff University Students' Union. You may also be able to buy the books on your reading list before you arrive in Cardiff. For more information email cardiff@blackwells.co.uk or visit: www.blackwells.co.uk

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



HELP AND ADVICE

Sometimes people run into difficulties and need a little extra support. For every kind of problem there are trained people at hand to offer help. Every student at Cardiff University is also allocated a personal tutor to help you with any academic problems you may have (for information about academic support see page 36).

THE STUDENT SUPPORT CENTRE

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

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

HELP BEFORE YOU ARRIVE

If you need help before you arrive, the Global Opportunities team can provide assistance and answer any questions, email: go@cardiff.ac.uk

INTERNATIONAL STUDENT SUPPORT

International Student Support is dedicated to the welfare of international students. Browse through their website to see the many aspects of being an international student in the UK that they can help with, including:

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

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

COUNSELLING SERVICE

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

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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

If you are an Erasmus+ student and have a disability, you are able to apply for funding from the European Commission to cover the additional costs you will incur whilst in Cardiff as a result of your disability. Please do contact the Erasmus+ team on erasmus@cardiff.ac.uk well in advance

of your placement for further information about how you are able to apply for this additional funding.

EXTRA SUPPORT FOR YOU

WHERE CAN I GO IF I JUST WANT TO CHAT?

If you ever feel alone and would like to speak to someone or would simply like information on anything from cinema times to exam dates you can ring Nightline between 20:00 and 08:00 7 days a week during term time. This service is run entirely by trained student volunteers.

Telephone +44 (0) 29 2087 0555
www.cardiffstudents.com/activities/studententled/nightline

STUDENT ADVICE

Student Advice is a free, confidential, impartial, and independent service run by the Students' Union, providing advice and information, advocacy, and representation to Cardiff University students. You can get general advice and information on issues such as academic,

consumer, employment, health services, housing, money matters, student finance, welfare matters, and much more.

To contact Student Advice email advice@cardiff.ac.uk.
www.cardiffstudents.com/advice

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, 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/



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.

HOW WILL I FEEL WHEN I FIRST ARRIVE?

When moving to a new city it can be difficult to adjust to the new way of life and adapt to a new culture. You are likely to experience a whole range of emotions. Some of these feelings will be surprising, confusing, frustrating and can make you feel anxious. This is known as “culture shock” and almost everyone who studies, lives and works abroad will experience this to some degree. Differences in climate, food, dress, behaviour and language can all contribute to feelings of loneliness,

disorientation, irritability, increased vulnerability and reduced confidence. Culture shock can affect anyone and is a very normal reaction for incoming students as they adjust to a new environment. The best way to deal with culture shock is to try and understand the different situation you are in and how it makes you feel. In this way, you can work out how best to respond to the difference and so reduce your anxiety. Focusing on things you like in the new culture rather than the things you do not

like will help keep your spirits high and enable you to be more tolerant of your environment.

These feelings will pass and you will settle into student life. However, if you do feel that you are unable to cope, ask for help from the Counselling Service with the Student Support Centre or Student Advice within the Students' Union (see page 40). They will understand the problems you may be having and will listen sympathetically.

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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 <https://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 Taxis - 029 20 777 777
- ▶ Dragon Taxis - 029 20 333 333
- ▶ Premier Taxis - 029 20 555 555

ADVICE ABOUT TAXIS

1

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

2

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

3

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

4

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



WILL I BE ABLE TO DRIVE IN THE UK?

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

<https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Driving>

For more information about driving in the UK after Brexit, please visit the [UK Government's website](https://www.gov.uk).

FOR NON EEA / SWISS NATIONALS ONLY

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 can help you apply (see page 39). Please make sure that you start planning for this visa at least two months before your holidays, as the application process can take a long time.

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

TO FIND OUT MORE ABOUT THE CITY AND INFORMATION ABOUT FESTIVALS AND EVENTS ON IN CARDIFF, VISIT THE TOURIST INFORMATION WEBSITE WWW.VISITCARDIFF.COM

SHOPPING

Cardiff has one of the best UK shopping experiences outside of London. The city centre offers a huge variety of shopping with a range of indoor, outdoor, old, modern, high street and designer shopping. Shops are usually open 09:00 - 17:30 Monday to Saturday, although many supermarkets are open from 08:00 - 22:00 and larger supermarkets may be open 24 hours. Most supermarkets are open also on Sundays from 10:00 - 16:00. Many large stores as well as small newsagents and grocery shops are also open for a shorter time on Sundays.

FOOD SHOPPING

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

SUPERMARKETS

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

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, American, European and Asian foods and many other food products from around the world. More information about the different international food stores will be available in your welcome packs when you arrive in Cardiff. It is also a good idea to join an international society and learn where other students shop.



RELIGION AND FAITH

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

WHERE CAN I FIND OTHERS WHO SHARE MY RELIGION?

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

www.cardiffstudents.com/activities/societies

University Chaplaincy

The Chaplaincy is a place of friendship, hospitality, 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

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SOCIAL LIFE

THE STUDENTS' UNION

When you enrol at Cardiff University you automatically become a member 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 yourself during your time at University.

The Students' Union supports over 180 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

Societies are groups of students who share common interests, beliefs or values. Within the Union, there are over 180 student-led societies. These range from cultural and international groups to political, ideological and performance groups. They provide the opportunity to try something new, almost every week. They offer a huge range of activities, from going on trips and holidays, making music, volunteering your time and energy for a worthy charity, to celebrating a national day or religious event and more. Becoming involved in a society is an excellent way to make friends, discover new interests and add to your CV.

During the first week of term there will be a Societies Fair in the Students' Union, which is an ideal opportunity to find out more about the societies and join those which interest you. But if you miss this don't worry, you can join a



society at any time throughout the year online

www.cardiffstudents.com/societies

INTERNATIONAL SOCIETIES

There are many International Societies which reflect the multicultural environment of Cardiff University such as the International Students' Association. These societies are ideal for combatting culture shock, as wherever in the world you have travelled from, you are sure to find other students who share a common bond.

Similarly, there are lots of religious societies that provide new students with the chance to worship and express their religious beliefs.

DEPARTMENTAL SOCIETIES

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

GIVE IT A GO

Give it a Go is a fun calendar of amazing activities giving you try-before-you-buy opportunities for our societies and sports clubs, the chance to learn a new language, develop skills, volunteer, go on day and weekend trips and so much more. Their 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. For more information see:

www.cardiffstudents.com/GiveitaGo

STUDENT MEDIA

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'll be welcomed aboard. To find out more visit:

www.cardiffstudents.com/activities/studentmedia/



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 <https://www.cardiffstudents.com/activities/au/>

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

<https://www.cardiffstudents.com/activities/au/list/>

SPORTS FACILITIES

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

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WORKING IN THE UK

CAN I WORK WHILE I AM STUDYING IN CARDIFF?

EEA / Swiss Nationals

Nationals of EEA countries and Switzerland can currently enter the UK freely and work without restrictions.

If you are an EU student and want to check for updates about the UK'S position since the EU referendum, please visit the below website:
<https://www.ukcisa.org.uk/Information--Advice/EEA--Swiss-Students/EU-Referendum-what-we-know-for-EU-students>

Non-EEA / Swiss Nationals

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

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

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

Tier 4 student visa holders studying at degree level, are currently allowed to work up to 20 hours a week during term time and full-time during your holidays.

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**

Short-term Study Visas

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

CHANGES TO THE IMMIGRATION RULES ON WORKING IN THE UK

The advice in this chapter was up-to-date when we published it in June 2019. 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

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. There are three levels of minimum wage, depending on your age. For more details go to <https://www.gov.uk/national-minimum-wage-rates>

Cardiff University is a living wage employer. Therefore, any students working for Cardiff University, will receive an hourly wage based on the current living wage, 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

<https://www.cardiffstudents.com/jobs-skills/jobshop/>

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.

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 on iss@cardiff.ac.uk if you are considering any volunteering or volunteer work and hold a visa to study in the UK.

For more information contact the Student Volunteering Cardiff Office by email: generalenquiries@svcardiff.org or visit their website: www.svcardiff.org.

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

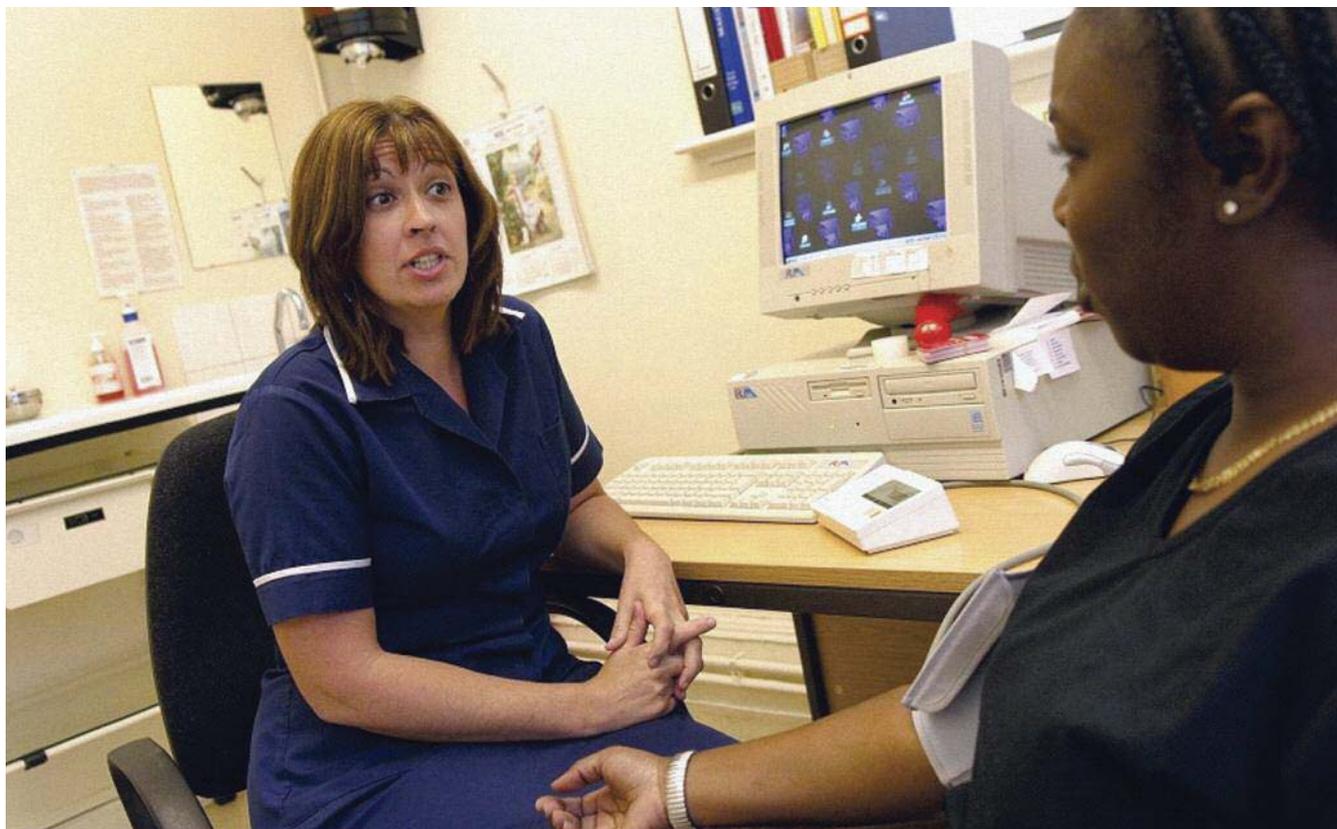
<https://www.cardiffstudents.com/jobs-skills/skills-development-service/>

STUDENT ENTERPRISE

Cardiff University also offers Student Enterprise, designed to provide developmental training and competitions if you are interested in becoming an entrepreneur and starting your own business. For more information see:

<https://www.cardiffstudents.com/jobs-skills/enterprise/>

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STAYING SAFE AND HEALTHY

WHAT IS THE NATIONAL HEALTH SERVICE (NHS)?

The NHS 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

DO I NEED MEDICAL INSURANCE?

EEA / Swiss Nationals

Non-UK European Economic Area (EEA) and Swiss nationals should obtain a European Health Insurance Card (EHIC) before coming to the UK to access free National Health Service (NHS) treatment. The EHIC will cover you for treatment that becomes necessary during your stay in the UK, until you return to your home country. Bear in mind that the healthcare system in the UK may be different from that in your home country and as such, may not cover everything you would expect to get free back in your home country.

Non EEA / Swiss Nationals

Courses of more than six months

If your course at Cardiff University is for six months or more and you are not an EEA / Swiss national, then it is likely that you will be required to pay an immigration health surcharge as part of your visa application fee. The immigration health surcharge qualifies students for free NHS care on the same basis as anyone who is ordinarily resident in the UK.

Courses of less than six months

If your course at Cardiff University is for less than six months and you are not an EEA / Swiss national, you are not entitled to free NHS care. Although, you will be eligible for some emergency healthcare, you should take out comprehensive medical insurance for the duration of your visit to the UK.

Even if you are entitled to free NHS treatment whilst in the UK, you should consider taking out insurance, which covers other medical-related costs. An insurance policy may cover, for example:

- ▶ **lost fees if you are unable to complete your course;**
- ▶ **costs of returning home if a relative is ill;**
- ▶ **costs 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.**

There is often a long wait for NHS treatment, sometimes many months. 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, an insurance service, offers student insurance product.

For more insurance information, see page 19.

DO I NEED 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.

HOW DO I REGISTER WITH A DOCTOR?

In the UK, non-emergencies are dealt within a surgery by a doctor known as a General Practitioner (GP). If you are staying in the UK for longer than 6 months, you need to register with a doctor before you are treated, so you must do this within the first week of your arrival in the UK. You do not pay to register with or to consult with a doctor. Women can see a female doctor. GP appointments are short – only five minutes or ten minutes, but your GP will refer you to a consultant – an expert – if you need extra or special treatment, like an operation. If you are living in University accommodation, details of your designated local surgeries are available from your residences reception. 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/

If you are staying in the UK for less than 6 months, you will be given advice about accessing the NHS upon arrival in Cardiff.

WHERE CAN I FIND A DENTIST?

Although dental treatment is available on the NHS, it is not always free. You may receive a dental health check-up without being charged but additional dental treatment will be payable depending on individual circumstances. You can choose which NHS dentist you want to be registered with (it does not need to be the dental practice closest to your residence), but you need to be registered with a dentist before you receive treatment from them.

To find a list of NHS registered dentists (these are considerably cheaper than private dentists) see

www.nhsdirect.wales.nhs.uk/localservices/

WHERE CAN I GET FURTHER HEALTH ADVICE?

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

YOUR PERSONAL SAFETY

Cardiff is a safe city, but like all cities you have to be sensible. The vast majority of 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

UK Emergency telephone number (police, fire, ambulance): 999

Police non-emergency number: 101

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USEFUL CONTACTS

GLOBAL OPPORTUNITIES

Erasmus+
Tel: +44(0) 29225 18888

Email: erasmus@cardiff.ac.uk

Study Abroad and International Exchange

Tel: +44(0) 29225 18888

Email: studyabroad@cardiff.ac.uk

RESIDENCES OFFICE

Tel: +44 (0) 29 2087 4849
Email: residences@cardiff.ac.uk
www.cardiff.ac.uk/residences

ENGLISH LANGUAGE SUPPORT

Tel: +44 (0) 29 2087 6587
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STUDENT SUPPORT CENTRE

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www.cardiff.ac.uk/studentsupport

INTERNATIONAL STUDENT SUPPORT

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Email: iss@cardiff.ac.uk
www.cardiff.ac.uk/study/student-life/student-support/international-student-support

ENROLMENT TEAM

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www.cardiff.ac.uk/regist/enrolment/essential

FINANCE OFFICE

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INFORMATION SERVICES (IT)

Tel: +44 (0) 29 2251 1111
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<http://www.cardiff.ac.uk/study/student-life/learning-support/computing-services>

SECURITY CENTRE

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MAP 4 University and City Centre



Cathays Park Campus (*Indicates main site)

Aberonway Building	D5	30	Earth and Ocean Sciences	E4	1
Architecture	E4	6	Eastgate House	G3	22
Biosciences	E4	1, 2	Engineering	G3	21
Business			English, Communication and Philosophy	E5	27
Aberconway Building	D5	30	Estates	G3	23
Julian Hodge Building	D5	29	Eye Clinic	E5	31
Postgraduate Teaching Centre	D5	28	Finance	G3	23
Bute Building	E4	6	Friary House	F3	20
Careers and Employability	E4	11	Geography and Planning	E3	7
Centre for Professional Legal Studies	E4	4	Glamorgan Building	E3	7
Chaplaincy	E4	10	Global Opportunities Centre	E4	11
Chemistry	E4*, E4	1*, 9	Graduate Centres	E4	14
Communications and Marketing	F3	20	Hadyn Ellis Building	E5	32
Computer Science and Informatics	G3	21	Healthcare Sciences	G3	22
Cardiff University Brain Research Imaging Centre (CUBRIC)	D5	33	History, Archaeology and Religion	E5	27
Day Care Centre	F4	16	Human Resources	G3	23
Dent House	F3	19	International Office	F3	20
Development and Alumni Relations	F3	19	IT Services	F4	16
			John Perichal Building	E5	27
			Journalism, Media and Culture	E1	13
			Julian Hodge Building	D5	29
			Law and Politics	E4*, E4	4*, 8
			Main Building	E4	1
			Mathematics	F4	18
			Modern Languages	G3	23
			McKenzie House	E4	8
			Music & University Concert Hall	E4, E4*	24, 25
			Optometry and Vision Sciences	E5	31
			Pharmacy and Pharmaceutical Sciences	F4	18
			Physics and Astronomy	G3	21
			Strategic Planning & Governance	F3	20
			Purchasing	G3	23
			Psychology	E4*, E4	3*, 9
			Queen's Buildings	G3	21
			Redwood Building	G3	23
			Registry	G3	23
			Research, Innovation and Enterprises Services	G3	23
			Security Centre	E4	2
			Sir Martin Evans Building	E4	2
			Social Sciences	E3*, E4, F4	7*, 11, 17
			Southgate House	G6	34

Sports		Residences	
• Fitness and Conditioning Centre	E4	Aberconway Hall	D5
• Sports Fields	Map 2 (over page)	Aberdare Hall	D4
• Sports Training Village	O6	Cartwright RFC	F6
• Studio 49	E4	Colum Hall	D5
Student Recruitment	F3	Gordon Hall	F4
Student Support Centre	E4	Hodge Hall	E5
Students' Union	E4	Liberty House	D8
Temple of Peace	E4	Roy Jenkins Hall	E6
Tower Building	E4		
Trevithick Building	G3		
Doctoral Academy	F3		
Welsh	E5		

Libraries

Aberconway Building	D5	30
Arts and Social Sciences	E4	26
Biomedical Sciences	E4	2
Brian Cooke Dental	Map 5 (over page)	
Bute and Architecture	E4	6
Health Library	Map 5 (over page)	
Law	E4	26
Music	E4	25
Science	E4	1
Senghennydd	F4	18
Trevithick Building	G3	21
Senghennydd Court	F3	63
Senghennydd Hall	F4	62
Talybont Hall	G6	55
Talybont Gate	B7	52
Talybont North	B7	53
Talybont South	G6	54
University Hall and Conference Centre	G8	51

Additional Information

All Nations Centre	C8	101
City Hall	E3	108
Coach Station	E1	116
Law Courts	E3	107
Motorpoint Arena	F2	117
Welsh Government Offices	E4	104
Hospital		
University Hospital	D9	100
Attractions		
Cardiff Castle	E3	111
National Museum	E3	109
St. David's Hall	F2	112
Sport		
Athletic Stadium	Map 2	119
Cardiff Blues RFC	E2	113
Cardiff City FC	Map 2	118
Cardiff RFC	E2	114
Cardiff Tennis Club	E3	110
Sophia Gardens	C4	105
Maindy Pool	G6	102
Principality Stadium	E2	115
Welsh Institute of Sport	D4	106

