# International Students Pre-Arrival Checklist 2016

Before you come the UK, please use this checklist to make sure you have everything you need before you travel to City University London.

## Preparing to come to City University London

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make sure you have a valid passport</td>
<td></td>
</tr>
<tr>
<td>Apply for accommodation as soon as possible</td>
<td><a href="http://www.city.ac.uk/accommodation">www.city.ac.uk/accommodation</a></td>
</tr>
<tr>
<td>Obtain a CAS statement from your School Office (June – August 2016)</td>
<td><a href="http://www.city.ac.uk/studentvisa">www.city.ac.uk/studentvisa</a></td>
</tr>
<tr>
<td>Have medical examination and TB test (if applicable)</td>
<td><a href="http://www.gov.uk/tb-test-visa">www.gov.uk/tb-test-visa</a></td>
</tr>
<tr>
<td>Have for an ATAS certificate (if applicable)</td>
<td><a href="http://www.gov.uk/academic-technology-approval-scheme">www.gov.uk/academic-technology-approval-scheme</a></td>
</tr>
<tr>
<td>Apply for a Tier 4 Student visa and pay for Health Surcharge (June – September 2016)</td>
<td><a href="http://www.city.ac.uk/studentvisa">www.city.ac.uk/studentvisa</a></td>
</tr>
<tr>
<td>Arrange your flight and travel insurance</td>
<td></td>
</tr>
<tr>
<td>Book to attend the International Welcome Reception at City University (20 September 2016, 5-7pm)</td>
<td><a href="http://www.city.ac.uk/international/international-students/pre-arrival-guide">www.city.ac.uk/international/international-students/pre-arrival-guide</a></td>
</tr>
<tr>
<td>Attend a pre-arrival briefing organised by the British Council</td>
<td><a href="http://www.educationuk.org/global/articles/predeparture-briefings">www.educationuk.org/global/articles/predeparture-briefings</a></td>
</tr>
</tbody>
</table>

## Before you leave your country

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning your finance, approximately £1,265 per month for living in London</td>
<td></td>
</tr>
<tr>
<td>Complete your online registration with City University London, and pay your tuition fees online</td>
<td><a href="http://www.city.ac.uk/studentvisa">www.city.ac.uk/studentvisa</a></td>
</tr>
<tr>
<td>Pay your accommodation deposit</td>
<td></td>
</tr>
<tr>
<td>Check and confirm your flight</td>
<td></td>
</tr>
<tr>
<td>Plan your travel from airport to City University or your accommodation</td>
<td></td>
</tr>
<tr>
<td>Pack your luggage appropriately</td>
<td></td>
</tr>
</tbody>
</table>

## When you arrive at City University London

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call your family that you have arrived safely!</td>
<td></td>
</tr>
<tr>
<td>Collect your BRP visa card from City University or allocated Post Office (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Complete your online registration, and pay your tuition fees online (if you haven’t already done it)</td>
<td><a href="http://www.city.ac.uk/studentvisa">www.city.ac.uk/studentvisa</a></td>
</tr>
<tr>
<td>Complete your in-person registration (passport and visa check)</td>
<td></td>
</tr>
<tr>
<td>Collect your student ID card</td>
<td></td>
</tr>
<tr>
<td>Register with the Police if required by your Tier 4 visa (you can do this through the Student Centre at City University)</td>
<td><a href="http://www.city.ac.uk/international/international-students/pre-arrival-guide">www.city.ac.uk/international/international-students/pre-arrival-guide</a></td>
</tr>
<tr>
<td>Arrange payment of your accommodation fees</td>
<td></td>
</tr>
<tr>
<td>Open a bank account in London</td>
<td></td>
</tr>
<tr>
<td>Apply for a student Oyster travel card</td>
<td></td>
</tr>
<tr>
<td>Register with a GP (doctor)</td>
<td></td>
</tr>
<tr>
<td>Attend welcome week activities and events</td>
<td></td>
</tr>
</tbody>
</table>

## In your hand luggage, you should have

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport/travel document</td>
<td></td>
</tr>
<tr>
<td>Tier 4 short-term entry clearance</td>
<td></td>
</tr>
<tr>
<td>A copy of your CAS statement</td>
<td></td>
</tr>
<tr>
<td>Evidence of your funding (e.g. bank statements or sponsor letter)</td>
<td></td>
</tr>
<tr>
<td>Confirmation of your accommodation</td>
<td></td>
</tr>
<tr>
<td>Sufficient money in cash/credit card to support yourself for first few weeks until you open a bank account</td>
<td></td>
</tr>
<tr>
<td>A jumper or coat, and an umbrella</td>
<td></td>
</tr>
</tbody>
</table>
## Useful Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Telephone</th>
<th>Email</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Centre</td>
<td>0044(0)2070407040</td>
<td><a href="mailto:studentcentre@city.ac.uk">studentcentre@city.ac.uk</a></td>
<td>General enquiries (non-academic)</td>
</tr>
<tr>
<td>Accommodation</td>
<td>0044(0)2070408032</td>
<td><a href="mailto:accomm@city.ac.uk">accomm@city.ac.uk</a></td>
<td>Student accommodation</td>
</tr>
<tr>
<td>Financial Support</td>
<td>0044(0)2070404683</td>
<td><a href="mailto:funding@city.ac.uk">funding@city.ac.uk</a></td>
<td>Student funding</td>
</tr>
<tr>
<td>International Student Advice</td>
<td>0044(0)2070408831</td>
<td><a href="mailto:visaadvice@city.ac.uk">visaadvice@city.ac.uk</a></td>
<td>Visa and immigration advice</td>
</tr>
<tr>
<td>Careers</td>
<td>0044(0)2070408093</td>
<td><a href="mailto:careers@city.ac.uk">careers@city.ac.uk</a></td>
<td>Career advice</td>
</tr>
<tr>
<td>Student Health</td>
<td>0044(0)2070405999</td>
<td><a href="mailto:healthservice@city.ac.uk">healthservice@city.ac.uk</a></td>
<td>Please note that there are no GPs at the Student Health Centre. If you wish to see a doctor, you must register with a surgery outside of the University.</td>
</tr>
<tr>
<td>Student Counselling</td>
<td>0044(0)2070408094</td>
<td><a href="mailto:coun@city.ac.uk">coun@city.ac.uk</a></td>
<td>Counselling and mental health services</td>
</tr>
<tr>
<td>Learning Success</td>
<td>0044(0)2070400246</td>
<td><a href="mailto:dyslexia@city.ac.uk">dyslexia@city.ac.uk</a></td>
<td>Dyslexia and support for specific learning difficulties</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:disability@city.ac.uk">disability@city.ac.uk</a></td>
<td>Disability Support</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:academiclearningsupport@city.ac.uk">academiclearningsupport@city.ac.uk</a></td>
<td>Academic Learning Support</td>
</tr>
<tr>
<td>IT Service Desk</td>
<td>0044(0)2070408181</td>
<td>Report your issue online:</td>
<td>IT and computer services</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://cityuni.service-now.com/">https://cityuni.service-now.com/</a></td>
<td></td>
</tr>
<tr>
<td>University Library</td>
<td>0044(0)2070408191</td>
<td><a href="mailto:library@city.ac.uk">library@city.ac.uk</a></td>
<td>Main library in Northampton Square</td>
</tr>
<tr>
<td>Sport and Leisure</td>
<td>0044(0)2070405659</td>
<td><a href="mailto:sports@city.ac.uk">sports@city.ac.uk</a></td>
<td>Sports and fitness centre</td>
</tr>
<tr>
<td>Students’ Union</td>
<td>0044(0)2070405600</td>
<td><a href="mailto:studentsunion@city.ac.uk">studentsunion@city.ac.uk</a></td>
<td>Student support and advocacy</td>
</tr>
</tbody>
</table>