Contents

City Study Abroad Programme ................................................................. 5
  Term dates 2018/9 .................................................................................. 5
  Arrival .......................................................... 5

Before you leave home ........................................................................... 6
  Preparing for entry clearance ................................................................. 6
  What to bring ......................................................................................... 6
  The Climate ......................................................................................... 8
  Times and dates ................................................................................... 8

Health and safety .................................................................................... 9
  Health Insurance .................................................................................. 9
  Medication and Vaccinations ................................................................. 9
  Travel Insurance ................................................................................ 10
  Personal Property Insurance ............................................................... 10

Arrival in the UK .................................................................................... 11
  Passports ............................................................................................. 11
  UK Border ........................................................................................... 11
  Customs .............................................................................................. 12
  Getting to City .................................................................................... 12
  Oyster Cards ..................................................................................... 13

Accommodation ...................................................................................... 14
  City Housing ..................................................................................... 14
  Meals ................................................................................................. 14
  Other accommodation ....................................................................... 14
  Organising your own accommodation .............................................. 14

Cost of living ......................................................................................... 15

Money and banking .............................................................................. 16
  Paying Fees ....................................................................................... 16
  Currency ............................................................................................ 16
  Cash .................................................................................................. 16
  Credit Cards ..................................................................................... 17
Congratulations! We are pleased that you have decided to spend your Study Abroad semester in London at City, University of London.

We are biased, but we think that London is one of the best cities on the planet, so we hope you make the most of your time here. To help you we have prepared this booklet to help you get ready and to arrive prepared and ready to study and live in your new home.

You can find other useful information at the following websites:

   City, University of London

   British Council

   UK Council for International Student Affairs

The Study Abroad Programme is run by the International Partnerships and Development Office at City and we will be in contact with details about orientation activities and confirming your modules shortly. In the meantime good luck with your preparations and please contact us if you need further information.

We look forward to seeing you soon.

Jamie Avery
Study Abroad Manager

Chelsea Millgate
Study Abroad Officer

E: study-abroad@city.ac.uk
City Study Abroad Programme

The City Study Abroad Programme is a flexible way of studying undergraduate modules taught at City and then transfer credit back to your home institution. You should make sure that your academic programme is approved by your home institution and that they will recognise your Study Abroad Programme as counting towards your degree.

Term dates 2018/9

SPRING SEMESTER
Orientation 16th January – 18th January 2019
Teaching starts 21st January
Programme ends 12th April 2019

Some students take a longer Spring semester, please check with your home institution whether you will be following these dates

LONG SPRING SEMESTER
Orientation 16th January – 18th January 2019
Teaching 21st January – 5th April 2019
Exams 6th May – 31st May 2019
Programme ends 31st May 2019

Arrival
We recommend you arrive a few days before the start of Orientation to settle into your accommodation and acclimatise to the UK.

**WE EXPECT YOU TO ARRIVE PROMPTLY FOR ORIENTATION, IF YOU DO NOT ARRIVE ON TIME FOR ORIENTATION YOU WILL BE WITHDRAWN FROM THE PROGRAMME AND NOT PERMITTED TO START LATE.**
Before you leave home
Preparing for entry clearance

You will be issued soon with a letter for you to enter the UK on a Short-Term Study Visa.

Information about entry clearance is available from the City website, and from UK Visa and Immigration.

Most students on our Study Abroad Programme are Non-Visa Nationals and can (provided you are with us for a semester only) gain entry clearance on arrival. For students who are Visa Nationals you will need to apply for entry clearance in advance.

**IT IS IMPORTANT THAT YOU FIND OUT YOUR Visa STATUS IN ADVANCE OF MAKING TRAVEL ARRANGEMENTS TO THE UK.**

What to bring

Be sure you know what your luggage allowance is and what penalties there will be for over packing from your airline. Don’t forget you will be able to get many items in the UK so no need to pack months of toiletries!

If you are staying in Liberty Court or Hall your room package includes bedding and kitchen equipment. The one main item we do not provide are towels, so you might want to bring one with you, or you can purchase them when you arrive. If you are staying in other accommodation make sure you know what will be included and what you might need to bring or buy when you arrive.
ELECTRICAL EQUIPMENT

The electrical voltage in the UK is 240v, compared to 120v in the US and 230v in most of Europe. Plugs have three pins. Therefore, any electrical item brought from outside the UK will need to be used with an adaptor. Bear this in mind when deciding whether to bring small electrical goods with you. Cheap alternatives can be purchased in the UK. A convenient store close to Liberty Court is Argos, which stocks lots of different items at a variety of price ranges.

LAPTOP COMPUTERS

If you own a laptop computer you should bring it with you to City. City has a number of open access computer rooms but most students find having their own laptops more convenient. Your computer may have a dual voltage switch or a built in transformer in the box halfway down the power lead. Check the manual or ask where you bought it for advice on using it overseas. You will still need to use an adaptor plug. Ensure your computer is properly insured and check whether it is necessary to list it separately on your insurance policy.

Students living in Liberty Court and Hall will have internet access in their rooms both wired and wireless.
The Climate

It doesn’t rain all the time in the UK.

Not ALL the time...

The UK has a temperate climate and is rarely extremely hot, or extremely cold. Our winters are often milder than winters in North America.

The average daily temperature in January 6°C (43°F). The weather in the UK will vary, sometimes hourly, so it is best to always be prepared.

The one difference you might notice is the amount of daylight hours will vary more than you might expect. The UK is further north than most major towns in Canada, it is the warm Atlantic winds which keeps us warmer (and wetter!). This means that in December there is only 8 hours of daylight, but June the days last 17 hours.

Times and dates

The dates in the UK and Europe are always written day, month, year (dd/mm/yyyy).

For timetables (at City and for travelling) most times are displayed in 24-hour clock, where 13:00 is 1pm.

Apart from a couple of weeks a year when daylight saving happens at different times, the UK is five hours ahead of US Eastern time, and one hour behind mainline Europe. In the winter (between October and March) this is called Greenwich Mean Time.

<table>
<thead>
<tr>
<th>Time</th>
<th>City</th>
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<tbody>
<tr>
<td>0100</td>
<td>Hawaii</td>
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<tr>
<td>0400</td>
<td>Los Angeles</td>
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<tr>
<td>0600</td>
<td>Chicago</td>
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<td>0700</td>
<td>New York</td>
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<td>0800</td>
<td>Sao Paulo</td>
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<td>1200</td>
<td>London (noon)</td>
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<td>1300</td>
<td>Paris</td>
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<td>1400</td>
<td>Athens</td>
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<td>1500</td>
<td>Moscow</td>
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<td>1730</td>
<td>New Delhi</td>
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<td>1900</td>
<td>Hong Kong</td>
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<td>2100</td>
<td>Melbourne</td>
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<tr>
<td>2300</td>
<td>Auckland</td>
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</tbody>
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Health and safety

Health Insurance
The UK has a National Health Service (NHS) providing free or subsidised healthcare to UK residents. This service is only available if you are joining City for more than six months or are an EU citizen.

If you are not coming through a programme that provides comprehensive medical insurance or your parents’ insurance scheme does not provide coverage, you are advised to take out medical insurance before leaving home.

If you are not eligible for free NHS treatment you will be asked to pay the full cost of any treatment, even for emergency treatment.

Medication and Vaccinations
You may travel throughout the United Kingdom and Western Europe without any special vaccinations.

The current UK guidelines for adult vaccinations recommend the following immunisations for adults:

- Tetanus
- Tuberculosis (BCG)
- Polio
- Measles, Mumps and Rubella (MMR)

Additionally students in particular are recommended to be vaccinated against Meningitis ACWY.

If you are currently taking medication, discuss your medical needs with your doctor before coming to City. If you are taking prescription medication ask if it is possible to take a supply to cover your entire stay abroad. If you do bring such medicines ensure that they are in their original containers and are clearly labelled with your name, the generic name and dosage of the drug. If there is any medication that you will need to take in your hand luggage and might need to use during your flight, it is useful to ask your doctor to write you a statement to verify what medication you need to carry with you and in what situation the medication is used.
If you anticipate requiring continued medical treatment while in the UK ask your doctor to provide a written summary of your needs. Generic medications can use different brand names in the UK, again ask your doctor for guidance before leaving home.

**Travel Insurance**
At the same time as you book your flights to London, you should enquire about travel insurance to cover you and your luggage or if your flight is delayed or cancelled on your journey.

**Personal Property Insurance**
You are advised to insure your personal possessions against theft or damage when studying abroad. Ask your parents to check their home insurance policies as many allow coverage to be extended to cover your possessions relatively inexpensively. Alternatively, when you book your air ticket you can usually arrange coverage for your possessions while travelling and then buy an insurance policy upon arrival at City to cover your housing. You should also investigate insuring your property while on weekend and vacation trips.

We recommend that you do not bring any irreplaceable or sentimentally valuable items with you. Make a full list of all your possessions and a photocopy of the information page of your passport. Bring a copy with you and leave one at home.
Arrival in the UK

Passports

You must ensure that you have a valid passport for the full duration of your programme with us. **You should bring your passport to collect your City ID card during orientation.**

UK Border

Whether you arrive at one of London’s airports or by Eurostar you will need to pass through the UK Border where your right to enter will be judged.

At immigration control there will be two queues one for European Economic Area (EEA) and Swiss nationals and the other for non-EEA nationals. **You must ensure you join the correct queue.** Immigration is normally a straightforward process if you have the correct documents.

Non-EEA students should make sure you have the following documents available in your hand luggage:

- Your passport
- Your letter from City saying you are a short-term study student
- Evidence of your finances
- Evidence that you intend to leave the UK after your studies have ended (for example your return flight if you have booked one or a letter from your home university showing you have a course to which you will be returning)

You should make it clear to the UK Visa and Immigration staff that you are coming to the UK to be a student, and that your course is less than six months (unless you are a full-year student where you will have your Tier 4 visa).

**If you do not obtain a Short Term Study Visa and enter on a Tourist Visa you will not be able to start your courses at City.**
Customs

Once you have cleared immigration control, and have collected your luggage, you will then pass through customs control. Please remember that there are some things that you are not allowed to bring into the UK. For example, you cannot bring meat, milk or other animal products, unlicensed drugs or offensive weapons. Revenue and Customs have a list of items you are unable to bring to the UK.

Getting to City

TAXIS FROM AIRPORTS OR EUROSTAR

London has five international airports and an international rail terminus at St Pancras. To take a taxi from any airport to the University is very expensive.

The traditional London black taxi can be an expensive way to your accommodation so we recommend the Silver Shuttle service which you can pre-book before leaving home.

HEATHROW AIRPORT

Most students will arrive at Heathrow. London Underground (The Tube): Take the Piccadilly line to King’s Cross (around 50 minutes and £5). From Kings Cross you can take a black taxi to your accommodation (£15).

Heathrow Express: This is a non-stop service every 15 minutes from Heathrow to Paddington station (tickets from £22 with advance booking), then a black taxi to your accommodation (£25).
GATWICK AIRPORT

There are two train services from Gatwick, so ask for advice about trains and which service to use for your destination.

**Thameslink:** This train service goes direct to Farringdon (£11 and walking distance to Liberty Court) or Kings Cross.

**Gatwick Express:** This service is a quicker service than the Thameslink service but terminates at Victoria station where you can take a black taxi to your accommodation (£20).

ST PANCRAS INTERNATIONAL (EUROSTAR)

If you are arriving by train to the UK you can take a black taxi from St Pancras to your accommodation (£15).

**Please note** if you are arriving via Eurostar please ensure that you receive your Short Term Study Visa stamp at the UK Border which **BEFORE** embarking at Paris, Brussels or Amsterdam.

Oyster Cards

Oyster cards are a prepaid blue plastic card which you can use instead of paper tickets. Paying by cash is no longer permitted on buses and is considerably more expensive on London Underground.
Accommodation

City Housing

If you have been allocated City housing this will be in Liberty Court (16 Briset Street, London EC1M 5HD) or Liberty Hall (29 Graham Street, London N1 8LA). You should plan to arrive directly to your hall of residence.

Please ensure that you have returned all required paperwork to the Study Abroad Office before you arrive. You need to have returned a passport sized photo as well as your Licence Agreement (if you are responsible for paying your accommodation fees direct).

Please also let us know when you intend to be arriving at Liberty Court or Hall once you know.

There will be a bedding pack in your room. The pack consists of a single duvet/comforter and pillow, a sheet, a duvet cover and a pillowcase. We will pre-order this pack for you and will also order a kitchen pack for each of you. You will still need to provide towels. Kitchens are provided with microwaves, fridges, ovens and kettles.

Meals

All City accommodation is self-catering and we do not offer any meal plans. However, on campus you will find a combination of coffee and sandwich shops, and cafeteria facilities to give you flexibility and choice of where you eat during the day. These options are not available in the evening. It is most economical to cook for yourself.

Other accommodation

You should make sure you are aware what your housing provider package includes before leaving home. This could affect what you need to bring, and will affect your budget.

Organising your own accommodation

See The London Student Housing Guide for useful information about private housing in London. Rental accommodation close to campus can be hard to find, particularly at the start of each semester. The City website provides information about searching for accommodation in the private sector.
Cost of living

Before you leave home, make sure you have enough money to pay for your course fees and living expenses until the end of your studies, as the immigration officer may ask you to prove this.

In total, for a full year, the UKVI guideline for each student is £1,265 per month (including accommodation) to meet the basic expenses of living in London (excluding tuition fees).

The London Mayor’s Office has useful information about the cost for students living in London.

Apart from your tuition fees and accommodation you will need to budget for:

- Travel around London
- Book(s) and stationery
- Evenings out
- Any field trips or visits for your course – for example LA2017, Performing Arts in London, requires a contribution of £50 per student for theatre tickets.
- Food
- Any travel you want to do while in the UK
Money and banking

Paying Fees
Most students do not pay their tuition fees directly to us but if you are personally liable for paying tuition, or accommodation fees, to City you can make payments for these using a credit card or by bank transfer from an overseas bank account. If you are paying your fees direct to City the amount will depend on your final course choice so we don’t ask you to pay your fees until after you arrive.

We will give you detailed instructions on how to pay with your invoice.

Currency

Although part of the European Union (until 29 March 2019), the UK does not use the Euro. The currency of the United Kingdom is the Pound Sterling (£).

Currency conversion changes daily but on the day of writing the current conversion was:

| £1 | $1.30 (US) |
|    | $1.69 (Can) |
|    | €1.13       |
|    | 10.08kr (Norway) |
|    | 1.30CHF     |

Cash
The pound is divided into 100 pence (p):

Coins: 1p, 2p, 5p, 10p, 20p, 50p, £1, £2
Notes/bills: £5, £10, £20, £50

Before leaving home it is a good idea to convert a small sum of money into £ Sterling.

PLEASE NOTE that £5 and £10 notes are now polymer (i.e. plastic) and shops will not accept old paper notes. If exchanging money at home please make sure your bank provides new versions of these notes. If you do have old £5 and £10 notes you can exchange these in UK high street banks. The new polymer notes have Winston Churchill or Jane Austin on the reverse.

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1 October 2018
Although there are cashpoints (ATMs) at airports and train stations, having cash on hand to cover the immediate expenses of getting to your accommodation and any other small expenses is easier and less stressful. £100 in small denomination British currency would be useful to cover these expenses.

**Credit Cards**

Credit cards can be used for almost all purchases. *Visa* and *MasterCard* are more widely accepted than *American Express* cards. Other credit cards are less recognised. It is also possible to draw cash advances on credit cards but this can attract a high level of interest as it begins to be calculated from the day the cash is advanced. Check with your bank if there are any surcharges applied for making foreign currency transactions.

**Cashpoints / ATMs**

The term ATM is not commonly used in the UK, so if you are looking for one you will need to follow signs or ask for a Cashpoint. Using an ATM card linked to your bank account at home can be one of the best ways to access money in the UK.

*YOU SHOULD CHECK WHAT CHARGES YOUR HOME BANK WILL MAKE FOR OVERSEAS CASH WITHDRAWALS.*

**Banking in Britain**

You may consider opening a British bank account. The time it takes both to set up an account and to clear money combined with the short duration of the Programme make this a more difficult option for part year students. To set up a bank account you will need an enrolment letter from City and also make an initial deposit of some funds. This can be done with traveller’s cheques or money can be wired. Both methods may incur costs.

The main banks in the UK are *Barclays, HSBC, Lloyds, TSB, NatWest,* and *Santander* banks. There are also numerous other smaller banks, credit unions and building societies. There is a *Santander* Bank on campus. Students who have home accounts at affiliated banks have often found it easier to set up accounts.
Staying in touch with home

Telephones

All the rooms in Liberty Court have telephones with voicemail service. Many students also purchase a local SIM card for their mobile (cell) phones as these can offer competitive local calling rates and are a good way to stay in touch when travelling. International calling rates from mobile phones may be very expensive. A wide range of calling cards offering cheaper rates for international calls are available at convenience stores throughout London.

Calling rates from your home country to the UK can be cheaper than those from the UK to your home country, so it can be cheaper for friends and parents to call you than vice versa. All calls, including local calls, are chargeable except for those prefixed by 0800. If you set up a phone card, such as AT&T or MCI, before you come overseas you may find that the costs are more competitive. Make sure you ask for the 0800 access number for use in the UK and those used throughout Europe.

The UK country code is 44. To call central London from the US the dialling code is 0 11 44 20, so the City Study Abroad Office number would be 0 11 44 20 7040 0108. To call the US from the UK the dialling code is 00 1 + the local area code and number.

Wi-Fi

If you are staying in Liberty Court or Liberty Hall you will have access to their Wi-Fi as well as wired connection. All City, University of London buildings have Wi-Fi access and you will be able to access this once at City.

Conventional mail

You will be able to receive conventional mail if you are staying at Liberty Court. If you are using another housing provider you should check whether you are able to receive letters or parcels.
Getting around

Travelling in London - Pedestrians
Cars in Britain drive on the left. This makes little difference beyond requiring extra vigilance and checks when you first arrive.

Travelling in London - Public Transport

Oyster cards are a prepaid blue plastic card which you can use instead of paper tickets. Paper tickets are considerably more expensive for the London Underground than using an Oyster card. You cannot use cash on the bus.

A Student Oyster Card can be purchased to give you one third off the cost of weekly or monthly travel tickets on the bus or tube networks. If you are in our residences you will be able to walk to your classes and so may not need a long-term travel pass and therefore a Student Oyster Card wouldn’t be economical.

A useful journey planner is available from Transport for London where you’ll also find further information about travelling around London.

Driving

Given the short duration of your stay in the UK, you may be tempted to hire a car for short trips around the country. Please be aware that cars in Britain drive on the left, and there will be many different road rules that you are not aware of. You can check to see if your driving licence is valid in the UK from this website. It is a criminal offence to drive using a licence that is not valid in the UK. If you do so, your car insurance will be invalidated.

Travelling by rail

Travelling by train is a great way of seeing the rest of the UK and travelling around Europe. Rail passes are useful if you plan an extended trip over a few weeks or a month. Eurail Passes do not cover the UK but do allow second-class rail travel to a wide range of European countries. Further information is available from the Rail Europe website. If you intend to travel around the UK by train you can purchase a railcard that gives you discounts on many train journeys.
Travelling by air

Many Study Abroad students like to travel around Europe during the weekends. As long as this doesn’t affect your studies this is a great way to make the most of your time in London. There are lots of budget airlines travelling from London Stansted, London Luton and London Southend airports to most European cities.
Other useful websites

Travel guides

Let’s Go  
Lonely Planet  
Rough Guide

www.letsgo.com/london  
www.lonelyplanet.com/england/london  
www.roughguides.com/destinations/europe/england/london/

Being a student in London

UKCISA  
Education UK  
UK Border Agency

www.ukcisa.org.uk  
www.educationuk.org  
www.ukvisas.gov.uk

UK and London News

BBC London  
London Evening Standard

www.bbc.co.uk/london  
www.standard.co.uk

Travel

Transport for London  
National trains

www.tfl.gov.uk  
www.nationalrail.co.uk

Things to do

Time Out London  
The Londonist  
London Tourist Board  
British Tourist Board

www.timeout.com/london  
www.londonist.com  
www.visitlondon.com  
www.visitbritain.com

Hotels/Hostels

http://www.hostelworld.com/  
http://www.booking.com/