

Student and Learning Services
International Student Support

Sheffield Hallam University

Pre-arrival information for international students

2010–11



www.shu.ac.uk



Sheffield
Hallam University

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Welcome to Sheffield Hallam University

This is your pre-arrival pack. It will help you prepare for your journey to the UK and give you information about immigration, travelling, and what to expect on arrival.

It will also answer some of the questions you may have about the city of Sheffield and the University. Please read all the information carefully to help you plan your trip.

We know that moving to a different country and studying in a new place is a challenge, so this is the time to ask us all your questions so you are well prepared for your trip.

We have a weekly web chat on Wednesday mornings, so you can ask us questions and speak to current and former students, as well as newcomers like yourself.

You can also check our website – www.shu.ac.uk/international – for more information or email us – international@shu.ac.uk – to ask a question.

We hope you have a safe journey and we look forward to welcoming you soon.

Best wishes

International Student Support team

Quick tips

Manchester Airport

This is the closest airport to Sheffield. If you are flying to the UK you should try to land here if possible.

We can meet you at the airport, help you with your luggage and bring you by train or private bus to the University.

See page 19 to see how much it can cost to travel to Sheffield from other UK airports.

Monday 6 – Wednesday 15 September 2010

Friday 14 – Wednesday 19 January 2011

These are the dates we can meet you at Manchester Airport.

You should complete the form at the back of this guide to tell us when you are arriving.

Try to arrive during these dates. Even if you don't fly to Manchester airport we will try to meet you at the train or coach station in Sheffield, and we can help you get to your accommodation.

See page 18 for more information.

Monday 6 – Friday 17 September 2010

Friday 14 – Friday 21 January 2011

These are the days of the meet and greet service. There are social events, city tours, films, parties and practical help. See page 20-22 for more information.

If you cannot arrive in time to be met at Manchester Airport, try to get to Sheffield by orientation – it will help you settle in to life at University.



How to use this guide

Find out more

You have just received your offer from Sheffield Hallam University, but what is it like here, and what do you need to think about?

Before you leave page 4

Finance and fees page 8

About the University page 12

Living in Sheffield and the UK page 14

Hallam Union page 26

Plan your trip

When you have accepted our offer, you need to think about how to get here. Booking a flight during our airport pick-up and meet and greet dates will make your first days in Sheffield easier.

Airport pick-up page 18

Meet and greet page 20

Your first week page 22

Get ready to travel

Travel advice, Sheffield maps and a list of things to remember. Don't forget to send your arrival information form so we can meet you at the airport.

Travel tips page 24

Checklist page 27

Sheffield city map page 28

Arrival information form page 29

Before you leave

Here are some important issues to consider when planning your journey to the UK.

Immigration

Students from outside the European Union (EU) will need to meet British immigration requirements. All non-EU students should apply for **entry clearance**, more commonly known as a visa, before travelling to the UK.

Which visa you apply for depends on the course you will be studying and what you want to do after you graduate. Most students should apply for a General Student (Tier 4) visa.

Immigration regulations

The rules and regulations for student visas and immigration may change before you have to apply for your visa. Visit the UK Border Agency and Sheffield Hallam University websites in *More information* for the most up-to-date information about UK immigration processes and requirements.

Do not buy your travel ticket before you have all the required documents for entry.

General Student (Tier 4) visa

You must apply for this visa if your course is longer than six months. You may still want to apply for this visa if your course is shorter – see our website for more information.

An application for this visa costs approximately £145 but fee levels do change. You must score 40 points in the UK Points Based Immigration System to be awarded a student visa. You will need to

- hold an unconditional offer of a place on a course at an institution holding a sponsor licence (30 points). Sheffield Hallam University holds an A-rated sponsor licence, so when you accept an unconditional offer on a course with us we will send you a Confirmation of Acceptance for Study (CAS) to use in your visa application.
- have sufficient funds to pay for one year's tuition fees and living costs in the UK (10 points). If the course you are applying for is more than nine months, you will be required to prove you have sufficient funds to pay the first year of fees, plus £5,400. If the course you are applying for is nine months or less, you will be required to prove you have sufficient funds to pay the full cost of your course fees, plus £600 for each month you spend in the UK.
- provide original and/or certified supporting documents, for example degree or International English Language Testing System (IELTS) certificates
- hold a valid passport

Please note – this information is correct at the time of going to print. Please check the UK Border Agency website listed in *More information* for up to date information.

Check the *How to apply* section of the UK Visas website. The Education UK and UK Council for International Student Affairs websites offer advice on student immigration. These websites are all listed below in *More information*.

Other visas

If your course is shorter than six months, you may still want to apply for a General Student (Tier 4) visa, for example, if you want to start another course after you complete this one.

If you only want to stay in the UK for your short course and then go home, you should check if you are a visa national. If you are a visa national, you must apply for a Student Visitor visa. If you are not a visa national, you can study for six months in the UK without a visa.

There is a guide on the Sheffield Hallam University international website (see *More information*) which will help you understand which visa to apply for.

Postgraduate study

Non-EU applicants for certain postgraduate courses need to obtain an Academic Technology Approval Scheme (ATAS) certificate before applying for UK entry clearance. To check if you need one and to apply, visit the website in *More information*.

More information

Pre-arrival enquiries

Phone +44(0)114 225 3813
Fax +44(0)114 225 2161
Email guidance@shu.ac.uk

Course enquiries

Email international@shu.ac.uk
Web www.shu.ac.uk/international/uk

Border Agency (UKBA)

www.ukba.homeoffice.gov.uk/studyingintheuk

Sheffield Hallam University International

www.shu.ac.uk/international

UK Visas

www.ukvisas.gov.uk
Immigration advice
www.educationuk.org/immigration
www.ukcisa.org.uk/student/immigration.php

Accommodation

www.shu.ac.uk/accommodation

Postgraduate Study – ATAS

www.fco.gov.uk/atas

Health (TB) Screening

www.ukvisas.gov.uk/en/howtoapply/tbscreening/



Education students working together

Accommodation

For information about what sort of accommodation is available, look in the booklet, *Finding the right place to live in Sheffield* (included in this pre-arrival pack) or visit the website in *More information*.

Allocation of accommodation is based on availability and your preferences as stated on the SA1 accommodation application form. Accommodation will be allocated only to students who have accepted an unconditional offer of a place to study with us and who have successfully obtained a visa to study here.

If you want to find your own place to live when you arrive in Sheffield, you should still complete the SA1 *Application for accommodation* form to book temporary accommodation for when you arrive. If you do not book temporary accommodation you may have to stay in an expensive hotel while you search for a house.

If you look for your own accommodation, do not sign a contract or tenancy agreement before you have had some advice and seen the property. The Hallam Union Advice Centre can advise you about accommodation contracts.

‘The pre-arrival information was very useful. It explained so much about student life in Sheffield and set me up to really enjoy living and studying in the UK.’

Natalia Levicheva, Russia, MSc International Marketing



International marketing seminar

When to arrive

We strongly recommend that you arrive before the beginning of your course and attend the **orientation programme**, which we provide specifically to help you settle in effectively. Page 20 of this booklet gives details of the dates and times when our meet and greet service is available. For more information about orientation, see page 22 or visit the *On your arrival pages* on our international website.

Healthcare and medical insurance

If you are studying in the UK for more than six months, you are entitled to free healthcare from the National Health Service from the beginning of your stay. If you are in the UK for less than six months, only emergency treatment is free, so you should purchase medical insurance before you leave home.

The University has a medical centre on campus. You can register with a doctor here when you arrive. If you have not been immunised against measles, mumps, rubella, Meningitis C and tuberculosis, the University's medical centre may vaccinate you free of charge. It will help if you bring a copy of your vaccination record with you.

You may need to be tested for active tuberculosis as part of your visa application. More information will be on the visa application website for your country, or visit the Home office website listed in more information.

Important

It is very important that you provide your travel information – even if you do not think you will need help on arrival. This will help us to ensure all new students get the right support when they need it. Please let us know when you plan to arrive by completing the arrival information form. You can submit your details online at <http://www2.shu.ac.uk/services/ssc/international/meet.cfm> or by sending us the paper form at the back of this booklet.

More information

Pre-arrival enquiries

Phone +44(0)114 225 3813
Fax +44(0)114 225 2161
Email guidance@shu.ac.uk

Course enquiries

Email international@shu.ac.uk
Web www.shu.ac.uk/international/uk

UK Border Agency (UKBA)

www.ukba.homeoffice.gov.uk/studyingintheuk

Sheffield Hallam University International

www.shu.ac.uk/international

UK Visas

www.ukvisas.gov.uk
Immigration advice
www.educationuk.org/immigration
www.ukcisa.org.uk/student/immigration.php

Accommodation

www.shu.ac.uk/accommodation

Postgraduate Study – ATAS

www.fco.gov.uk/atas

Health (TB) Screening

www.ukvisas.gov.uk/en/howtoapply/tbscreening

executive committee

representing students' views, both locally and nationally, and ensuring hallam union remains a student-led organisation

hallam award

providing skills development and recognition for involvement in hallam union activities

hallam volunteering

providing people and develop skills through student-led community volunteering

societies

meet and socialise with like-minded people

union

representing, organising and

culture

influence the way at the

don't

new things

annual



Finance and fees

Before leaving home, you need to know how much money you will need while you are in the UK.

Living costs

If you have to apply for a General Student (Tier 4) visa, you must prove you have at least £600 per month for the length of your course to cover living costs. This is a good guide even if you don't have to apply for a visa. You should expect to spend at least £600 on accommodation, food, travel and entertainment each month while in the UK but we recommend you plan to have £800 per month.

For more information about living costs see page 14-15.

Tuition fees

Every student enrolling on a course at Sheffield Hallam University must pay fees for each year of their course. These fees are determined by your nationality and residency over the past three years. The cost of your course will be in your University offer letter, included with this pre-arrival pack.

If you do not know how much your fees will be, you should **contact your faculty office using the phone number in *More information***.

Fees usually increase by a small amount each year due to inflation. Therefore on an undergraduate course you may pay more in subsequent years than for your first year of study.

If your course includes a work placement year, you will pay lower fees for this year. Work placement fees were **£640** in **2009-10**.

European Union (EU) students

EU students pay the same course fees as UK students and can apply to the EU team at the Student Loan Company for a loan. Visit the website in *More information* to find out how.

Paying your tuition fees

All international students undertaking a full-time undergraduate or postgraduate taught course must pay **tuition fees** before or at enrolment. If you do not do this you will not be allowed to enrol on your course. If possible you should pay your fees before you leave home – see page 9 for payment methods. If you cannot arrange this the University will accept payment when you arrive.

Exchange students do not pay course fees.

Sponsors

If you have obtained sponsorship from your employer, government or other professional body, the University will require a letter from them confirming the following details

- your name, course and the academic year for which they will be paying
- the amount of fees they will be paying (for example, 100 per cent)
- the contact name, company name, address and telephone number where the invoice should be sent

Send a copy of your sponsor letter as soon as possible to

Sales Ledger Section
Finance Directorate
Sheffield Hallam University
Howard Street
Sheffield S1 1WB
United Kingdom

Please note that student sponsor invoices will be payable in full within 30 days of receipt of invoice. **If for any reason your sponsor does not make the payment, you will be personally liable to pay the full amount of the course fees.**

Scholarships and bursaries

Sheffield Hallam University are proud to take part in a number of scholarship schemes as well as the European Bursary. All schemes are competitive, and have specific eligibility criteria. For an up-to-date list and further details visit www.shu.ac.uk/international/courses/scholarships

Deposits

International students undertaking a full-time postgraduate taught course at Sheffield Hallam University must pay a deposit of £1,000. The University requires this deposit once you have met all academic conditions, in order to secure your place on the course and then to issue you with a visa letter. See page 9 for payment methods. After eight days, the deposit is non-refundable unless you do not come to study at Sheffield Hallam University as a result of visa refusal.

Please note that the requirement for a deposit does not apply to EU students or international students studying on the Northern Consortium (NCUK) pre-masters programme.

Students taking part in partnership college exchange schemes may have different financial requirements. Please contact the finance office with any queries.

More information

Course fees

Faculty office
Phone +44 (0)114 225 5555

Residency status

Admissions office
Phone +44 (0)114 225 3245

European Union (EU) students

www.direct.gov.uk/studentfinance-eu
Phone +44 (0) 141 243 3570
Email EU_Team@slc.co.uk

Payments

Cashiers office
Phone +44 (0)114 225 2039

Invoice/payment queries

Student fees section
Phone +44 (0)114 225 4594/3902

Finance postal address

Finance Directorate
Sheffield Hallam University
Howard Street
Sheffield S1 1WB
United Kingdom

Fees information on the web

www.shu.ac.uk/international/courses/#fees



Student making a purchase in the Hubs

Payment methods

You may pay deposits and course fees in the following ways.

Credit or debit card

Credit or debit cards are the quickest and our preferred method of payment. The funds are cleared quickly and, if necessary, refunds can be made to the original card quickly and simply. You may be charged for currency conversion or have to pay interest if you do not clear your balance straight away. To pay by credit or debit card complete the form provided with your offer letter (please note this form is only designed for your first payment) or by phoning +44 (0)114 225 2039.

Bank transfer

If you pay by bank transfer it is important to ask the sending bank to quote your student number, family name and date of birth on the transfer document.

Your bank may charge you for making the transfer and for currency conversion. You should notify us of your intention to pay by bank transfer in your acceptance letter.

Use the following University bank details.

Sort code 40-41-07

Bank HSBC Bank plc

Bank address Church Street, Sheffield

Account name Sheffield Hallam

University General Account

Account number 91274163

IBAN number GB03MIDL40410791274163

Branch Identifier Code MIDLGB2109B

Banker's draft

You may return a banker's draft with your acceptance letter, give it to an agent who is contracted to hold deposits on our behalf, or send it quoting your student number to

The Cashiers Office
Sheffield Hallam University
Howard Street
Sheffield S1 1WB
United Kingdom

Your bank may charge a fee for issuing a bank draft. Bank drafts may only be valid for a limited period of time, so check that the draft will still be valid at the start of your course. Please be aware different types of bank draft may take longer to reach our bank account. If your bank does not have UK representation it can take up to six months to clear the funds.



Main entrance, City Campus

Refunds

If you are refused a visa, you are entitled to the refund of your deposit and any course fees you have already paid.

The finance office at Sheffield Hallam University will initiate a request for a refund within seven working days of receiving evidence of visa refusal. The speed of the refund will depend on the payment method used by the student.

Refunds will normally be made by cheque, made payable to you. The University will send the cheque to your address in your home country, or to your agent. It is not possible for cheques to be collected from the University or sent to other addresses.

If requested and depending on how the original payment was made, the other options for refund are as follows.

Credit or debit card

Refunds are made to the same credit or debit card from which the payment was received and should be credited to the account within five working days of the transaction being processed.

Bank transfer

Refunds will be made to the same bank account from which the payment was received. We will require full details and evidence of the payment from the bank account to make a refund payment.

Banker's draft

If your bank has UK representation the draft should clear in two weeks. If your bank does not have UK representation it can take up to six months to clear the funds.

These refunds are made by cheque, which can only be sent after the funds have cleared. This can take between two weeks and six months, as above. Cheques sent to an agent at a commercial address may take up to ten days to arrive. Cheques sent to your personal address may take up to eight weeks depending on the postal system.

If your bank draft is held by an agent, you will both receive notification that it can be released. You should visit the agent's office in person to collect the draft.

More information

Course fees

Faculty office
Phone +44 (0)114 225 5555

Residency status

Admissions office
Phone +44 (0)114 225 3245

European Union (EU) students

www.direct.gov.uk/studentfinance-eu
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Finance postal address

Finance Directorate
Sheffield Hallam University
Howard Street
Sheffield S1 1WB
United Kingdom

Fees information on the web

www.shu.ac.uk/international/courses/#fees



About the University

There are many services and facilities available to international students at Sheffield Hallam University.

Student and Learning Services

Student and Learning Services (SLS) offers a wide range of high quality support and guidance, including

- international student support and immigration advice
- help finding part-time work and career planning
- study support and education guidance
- counselling
- faith and religious support
- services for students with disabilities
- a nursery and childcare services

The advice and information service can help you find the right people to help you. See *More information* for the phone number, email address and website.

Students with disabilities

If you need help with a disability or medical condition please email disabilitysupport@shu.ac.uk as soon as possible. Please note that if, as an international student, you need disability support, you must pay the full cost of this provision.

Learning centres and IT

Each of our campuses has its own learning centre. The learning centres offer everything a library does and more, including books, journals, DVDs, e-resources, individual and group study spaces, PCs, free Wi-Fi, printers and photocopyers.

You can use learning centres and self-service facilities 24 hours a day Sunday to Friday and Saturday 10am to 5pm during term time. The learning centres have somewhere to buy food and drink at any time of day or night.

There is free Wi-Fi across most of the University as well as 2,700 student PCs in the University, many of which are bookable in advance.

Each learning centre has a Helpdesk near its entrance where you can get more information about the facilities on offer and help with your borrowing, information and IT needs.

Even when you're working from home, you can access our range of services through Shuspace, the University's personalised online environment. Shuspace is your route to essential information such as timetables, online learning modules, your University email account, student record and support services.

Differences in assessment

Many students find their previous experiences of teaching and learning are different from UK methods.

The time you spend in classrooms with a tutor may be much less than you are used to. Instead, you will be expected to study independently, outside of your lectures and seminars, researching information from a variety of sources and working on projects with other students.

Assessment could be in the form of essays, formal examinations, written assignments (coursework) and group presentations.

To help you develop different study skills quickly, the University provides workshops during orientation, induction and in some courses. You can use online materials and make use of daily **drop-in study practice sessions** in the learning centres. You can bring your assessment tasks, works in progress and feedback from assignments to an experienced tutor who will give you advice.

Preparing for University

There are many good resources on the internet that can help you prepare for studying at Sheffield Hallam, and living in the UK. Our *International Student Game* is a fun way of finding out what may be different at University, and what challenges you may face. The website *Prepare for success* is a good way of practising the skills you will need when you start studying. See *More Information* for these links.

English language

If English is not your first language it is essential to develop your confidence to speak and understand English quickly. We recommend you attend a **pre-sessional English** course before you begin your degree course.

You can also improve your English while studying. The **University English Scheme** offers free English language classes to enhance and improve your English for academic study. You can also take the 20 credit module *English for academic purposes*.

There is also a **Language Advisory Service** to assist you with questions about your coursework. To find out more about English language support visit the link in *More information*.

More information

Student and Learning Services

Phone +44 (0)114 225 3813
Email guidance@shu.ac.uk
www.shu.ac.uk/services/sls

Learning centres and IT

www.shu.ac.uk/services/sls/learning

Preparing for University

<http://teaching.shu.ac.uk/sas/intlstudentgam>
www.prepareforsuccess.org.uk

English language

www.shu.ac.uk/tesol/language

Sport and recreation

www.shu.ac.uk/sporthallam
www.hallamunion.org/sports

Partners and families

www.ukba.homeoffice.gov.uk/partnersandfamilies
www.ukcisa.org.uk/student/info_sheets/your_family.php

Childcare and schools

www.shu.ac.uk/services/sls/support/childcare
www.shefffolink.org.uk
www.sheffield.gov.uk/education



Students at Collegiate Crescent campus using our wireless network

British life and culture course

This course gives you an introduction to a variety of aspects of British life and culture through weekly lectures delivered by invited speakers. You'll meet other international students with whom you can discuss your experiences of life in Britain. This is a 20 credit module at level 4 (10 European credits). You will be given more information about this module at international orientation when you arrive.

Sport and recreation

The University has excellent sports facilities, from squash and tennis courts, to gyms and fitness suites. With a Sport Hallam membership you have access to all of these, as well as a wide range of fitness classes. There are various levels of membership, from unlimited access to all facilities, clubs and classes to cheaper rates for use of recreational sports facilities and membership of Sports Union clubs.

To find out more about sports at Sheffield Hallam visit the links in *More information*.

Partners and families

If you are a student, you can bring your husband or wife and children under 18 years of age to the UK. They will be your dependants, and you must be able to demonstrate that you can fund your stay without relying on any public funding. We strongly recommend you find suitable accommodation before your children arrive.

- if your children are aged six months – 5 years you can enrol them in the Collegiate Crescent Nursery. You must pay for this service and book well in advance.

- If your children are aged 5 – 16 years they must attend school if here for six months or more. UK state education is free. If your child's first language is not English he or she will receive some language support at school.

To find out more about immigration for your dependants and Sheffield nurseries and schools, visit the websites in *More information*.

Phone and internet connections

Some of the rooms in University accommodation have phone and computer internet links. Landline rental can be more expensive than a mobile/cell phone and you can often get cheap deals with mobile phone companies. There are many public phones, both within the University and throughout the city.

An international phone card will reduce the cost of calls from private lines. We can advise you about these on arrival. Student and Learning Services also has a dedicated phone line for international students to use at reduced cost with phone cards.

Public holidays

The University generally closes at Easter and for at least one week at Christmas and New Year (25 December – 1 January). You will receive dates when you arrive in the UK.

The University also closes during several bank holidays, normally the first and last Mondays in May and the last Monday in August.

'The learning centre is great – the staff are friendly and the online materials make it easy to access up-to-date information.'

**Amartuvshin Dorjsuren,
MSc Sustainable Tourism**

Sheffield and the UK

Sheffield's cultural diversity and unique heritage make it a fascinating place to live and study

Sheffield has something to entertain everyone and is the greenest and fourth largest city in England. It features concert venues, café bars, nightclubs and pubs, shopping facilities, two championship football clubs, international sports facilities and a thriving cultural scene. There is a real sense of community here, helping international students feel safe, secure and happy in their new environment.

What you might notice first is Sheffield's famous hospitality. The city prides itself on its tolerant, multicultural atmosphere and you will discover for yourself the friendly and welcoming nature of the city's residents.

Sheffield city centre changes all the time, creating new visitor attractions, student accommodation and places to shop, eat and socialise. To find out more about the places of interest in Sheffield, visit the Sheffield City Guide website in 'More information' on page 16.

Places of interest and visitor attractions

Here are a few suggestions of places you might like to explore in your first few weeks in the city

The Millennium Galleries – four galleries for exhibitions of visual art, craft and design

Weston Park Museum – Sheffield's natural history museum

Chatsworth House – one of Britain's best loved historic houses dating from the 1500s

Meadowhall Shopping Centre – over 170 shops and numerous restaurants, bars and cafes to enjoy

Winter Garden – 2,500 plants in one of the largest temperate glasshouses in Europe

The Crucible and Lyceum Theatres – home of the World Snooker Championship

Sheffield Botanical Gardens – 19 acres of gardens with beautiful Victorian glass pavilions

Castleton Blue John Cavern – a stunning world famous cavern found in the Derbyshire countryside

Kelham Island Industrial Museum – an industrial museum, home to the mighty River Don steam engine

Don Valley Stadium – open-air sports arena hosting international sporting events

Hallam FM Arena – huge sports and entertainment venue attracting the biggest music bands, performers and sports teams from across the world

Go online to find out more about Sheffield's many wonderful attractions –

visit www.sheffield.gov.uk/out--about/tourist-information

Accommodation

The enclosed booklet, *Finding the right place to live in Sheffield*, has details of accommodation available to students along with a full price guide.

You should complete the attached accommodation application form and return it to the accommodation office as soon as possible. If you do not book any long-term or temporary accommodation before you arrive in the UK you may have to stay in a hotel for your first night. Hotels in England can be very expensive.

Allocation of accommodation is based on availability and your preferences as stated on the SA1 application form. Accommodation will be allocated only to students who have accepted an unconditional offer of a place to study at Sheffield Hallam University and who have successfully obtained a visa to study here.



Sheffield Town Hall, Sheffield city centre

More information

Sheffield City Guide

<http://www.shu.ac.uk/sheffield>

Cost of living in Sheffield

www.educationuk.org/budgetplanner
www.studentcalculator.org.uk/international

Faith and worship

www.shu.ac.uk/services/sas/chaplaincy

Transport and driving

www.dvla.gov.uk
www.direct.gov.uk/highwaycode
www.ukcisa.org.uk/student/info_sheets/driving.php

Working while studying

<http://extra.shu.ac.uk/careers/prospective>
www.ukcisa.org.uk/student/info_sheets/working_during_studies.php

Working after graduation

www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy



Students arrive at the meet and greet desk

Cost of living in Sheffield

You will need at least £600 per month to cover basic living expenses, but we recommend you plan to have £800 per month. Living in Sheffield can be a little cheaper than in some other UK cities, depending on your personal lifestyle.

There is no financial help for international students in financial difficulty during their time in Sheffield apart from in exceptional circumstances.

Please ensure that you have reliable funding from a sponsor or your family before you leave. Make sure that you have enough funds to cover the cost of living without getting a job. Finding part-time work can sometimes be difficult.

When agreeing an accommodation contract (often known as a 'tenancy agreement'), a landlord may expect you to pay a month's rent in advance. You will also need to budget for bills – for example light, heat, water, phone and internet rental.

You may also have to pay for temporary accommodation on arrival. This will cost approximately £40- £70 per night.

Below are examples of the costs of some essential items you will need whilst you are in the UK.

Books and equipment (per year) £300-£700
Coat £20-£100
Boots £30-£60
Jeans £20-£60
Warm jumper £10-£30
Trainers £20-£80
Accommodation (per week) £60-£110
Food (per week) £30-£40
Travel for a week £15

The prices given are an approximate guide to costs and are correct at the time of printing. You may find it useful to plan your budget before coming to the UK – the websites in *More information* will help.

When ordering UK currency, try to avoid receiving £50 notes – they are not used often. If you do have any problems using £50 notes once in the UK you can change them at any bank.

Opening a bank account in the UK can be difficult for international students, because of the rules banks must follow. We will help you do this after you arrive.

Climate and clothing

British weather changes a lot throughout the year. In summer (June to August) temperatures can reach 25–30°C, whilst in the winter it can drop to around 5°C during the day and there is usually some snowfall in January or February.

You need to make sure that you have the right clothing to cope with these changes. It would be wise to bring the following

- a warm waterproof winter coat or jacket
- two jumpers/sweaters
- strong waterproof shoes or boots
- warm gloves/hat/scarf

It may be cheaper to buy some of this clothing when you arrive in Britain. You will be warmer wearing several thin layers of clothing than one single thick layer of clothing.

Dress in Britain is mostly very informal. You can wear your own style of clothes but you will probably need extra warm clothes and a winter coat as well.

‘Living in Sheffield is cost-effective and fun. Any international student would not feel out of place.’

International Student Barometer 2008

Food

Sheffield has a variety of fresh food markets and supermarkets, offering a wide choice of produce and excellent value for money. You will find these food stores within walking distance of most student accommodation. Most supermarkets stay open until 8pm or 9pm so you can shop whenever is convenient to you. Some supermarkets remain open 24 hours a day.

Sheffield has a good choice of places to eat and drink, and something to suit all budgets and tastes. The University has a great range of restaurants, snack bars and deli bars throughout its campus buildings and in Hallam Union.

If you can't find what you're looking for at the University, there are plenty of cafés and takeaways in the city centre and in residential districts, as well as a good selection of coffee bars, fish and chip shops, bakeries and delicatessens.

You will find more information about food, eating out and where to shop in the *International students' handbook*.

Electrical equipment

Electricity in Britain is supplied on 240volts/50Hz cycles. You should ensure that any electrical appliance you intend to bring with you will work safely on this voltage and bring adapters to help convert the voltage when necessary.

Faith and worship

The University's Multifaith Chaplaincy offers confidential support and advice to students of all faiths and none. The free *Faith in the City* guide lists places of worship in Sheffield for people of all major faiths – you can pick up or download a copy of this when you arrive. There are also prayer and worship facilities available to students on both campuses including the University's Multifaith centre at City Campus.

Transport and driving

Sheffield is one of the safest cities in the UK, and small enough that it is perfect for walking from one place to another. It also has excellent public transport, with good bus routes and a tram system. Taxis are also available for difficult and late-night journeys.

If you want to drive in the UK, you must have a current valid driving licence. You may be able to use your existing licence, or you may need to exchange it for a UK licence. You must also be covered by insurance and the vehicle must have valid road tax. You should also make sure that you know the UK Highway Code. To find out more, visit the websites in '*More information*.'

Working while studying

If you have a General Student (Tier 4) visa you can work up to 20 hours a week in term time and full-time during vacation. If you exceed these hours you are breaking immigration rules and you may be deported.

Different rules apply to EU students – please check with International Student Support when you arrive.

Please note you may find it difficult to find part-time work. Do not assume when you write your budget that you will have a steady income – ensure you have sufficient funds from other sources. The University can help you find part-time work through the netWORK employment service. To find out more about working in the UK, visit the websites in '*More information*.'

Working after graduation

Many students hope they will be able to find a full-time job in the UK after graduation. This may be difficult to achieve. There are some schemes, such as the Post Study Work Scheme, which allow graduates to work in the UK for two years. For details please visit the website in '*More information*.'



Sheffield City Hall, Sheffield city centre

More information

Sheffield City Guide

<http://www.shu.ac.uk/sheffield>

Cost of living in Sheffield

www.educationuk.org/budgetplanner
www.studentcalculator.org.uk/international

Faith and worship

www.shu.ac.uk/services/sas/chaplaincy

Transport and driving

www.dvla.gov.uk
www.direct.gov.uk/highwaycode
www.ukcisa.org.uk/student/info_sheets/driving.php

Working while studying

<http://extra.shu.ac.uk/careers/prospective>
www.ukcisa.org.uk/student/info_sheets/working_during_studies.php

Working after graduation

www.ukba.homeoffice.gov.uk/workingintheuk/tier1/poststudy



‘Sheffield is wonderful and it completely captivates you. It is a place to rival any others. I love this city.’

Randolph Hamilton, MSc International Tourism Management, St Kitts

Airport pick-up

We offer an airport pick-up service from Manchester International Airport at the start of every term. If you are flying to the UK you should come here if you can.

Manchester Airport

We recommend that you fly to Manchester Airport and book our airport pick-up service. Our friendly student guides will

- meet you at the terminal
- help you with your luggage
- introduce you to other new students
- bring you to Sheffield by private minibus

The airport pick-up service costs £20, which you can pay when you arrive at the University. We strongly encourage you to use this service – it will make your arrival easier and more enjoyable.

Booking the service

You must book a place for this service at least one week before you are due to arrive. You can do this online at www2.shu.ac.uk/services/ssc/international/meet.cfm or by completing the **arrival information form** on page 29 of this booklet.

If you arrive without booking the service or you book too late, you may still be able to use the service if there are seats available. Student representatives are not at the airport all the time. If you do not book the service and there are no students to meet you, you will have to make your own way to Sheffield.

Connecting flights

Not all airlines fly to Manchester Airport. If you cannot fly directly to Manchester, you can probably fly to London Heathrow or London Gatwick. From here you can catch a connecting flight to Manchester. Prices start from £35 – to find out more visit the websites in 'More information.'

Monday 6 – Wednesday 15 September 2010
Friday 14 – Wednesday 19 January 2011

Our airport pick-up service runs 9am – 5pm (0900–1700) on these dates. You should book a flight that arrives before 4pm (1600) so you have enough time to collect your baggage and get through immigration.

Making your own way from Manchester Airport

If you arrive at the airport outside of the dates and times listed, or do not tell us when you are arriving, you will be able to use the train or coach from the airport to Sheffield. A train to Sheffield currently costs between £18 and £21 – a coach costs less but takes much longer. Current times and fares are available on the websites in 'More information.'

The train and coach stations are clearly signposted at the airport. Follow the signs or ask at the information desk for directions.

When you arrive in Sheffield, make your way to the University main entrance – the map on page 28 will help. If the main entrance is closed, ring the bell, which is on the right-hand side of the door. The security staff will meet you and arrange for a taxi to take you to the accommodation you have already booked for your first night (see page 24).

You can also request further information on how to travel from Manchester to Sheffield using the arrival information form.

Directions to the University

The University's City Campus is immediately opposite the train and bus stations in Sheffield. When you arrive please make your own way to the University's main entrance – use the map on page 28 to help you.

From the train station

- leave the station and walk between the two fountains – the tall metal fountain on your right and the low stone fountain on your left
- at the top of the slope, cross the busy road at the pedestrian crossing and walk straight ahead, between the grass areas
- cross the quiet road and walk up the slope in front of you, passing the Howard pub on your right
- at the top of the slope you will see the University's main entrance on your right

From the bus station

- walk down Pond Street in the direction of the train station
- turn right after passing the Howard pub on your right, and walk up the slope
- at the top of the slope you will see the University's main entrance on your right

More information

Connecting flights

www.bmibaby.com
www.ba.com

University online visitor's guide

www.shu.ac.uk/visit/

Coach times and fares

www.nationalexpress.co.uk

Train times and fares

www.nationalrail.co.uk

Arrival information

www2.shu.ac.uk/services/ssc/international/meet.cfm



Other large UK airports

Find out more about the costs of travelling to Sheffield from the other airports in the UK below. Remember that with our Manchester airport pick-up service you won't have to struggle with all your baggage on public transport by yourself.

If you want to make your own way to Sheffield, you can request detailed travel instructions by completing the arrival information form at www2.shu.ac.uk/services/ssc/international/meet.cfm or on page 29 of this booklet.

Whichever airport you arrive at, you should still aim to arrive in Sheffield during the meet and greet period – see page 20 for details.

London Heathrow

- connecting flight to Manchester and airport pick-up service: from £60
- National Express coach to Sheffield: from £37
- Piccadilly Line underground to London St Pancras and train to Sheffield: up to £95 (cheaper if booked in advance)

London Gatwick

- connecting flight to Manchester and airport pick-up service: from £60
- National Express coach to Sheffield: from £40
- Capital Connect train to London St Pancras and train to Sheffield: up to £100 (cheaper if booked in advance)

London Stansted

- National Express coach to Sheffield (including one change): up to £40
- train to Sheffield (requiring multiple changes): up to £115 (cheaper in advance)

London Luton

- National Express coach to Sheffield (including one change): up to £35
- shuttle bus to Luton Airport Parkway and train to Sheffield (including one change): up to £85 (cheaper in advance)

Smaller UK airports

You can often get cheaper flights, especially from other European countries, to some of the smaller airports near Sheffield. Think carefully about the baggage you will have with you before booking a flight to one of these airports.

Birmingham

- National Express coach to Sheffield, changing at Birmingham City Centre: from £18
- train to Sheffield, changing at Birmingham New Street: up to £30

Liverpool John Lennon

- AirLink bus to Liverpool Lime Street and train to Sheffield: from £23

Nottingham East Midlands

- National Express coach to Sheffield: £12
- Skylink bus to Derby and train to Sheffield: from £11

Robin Hood Doncaster-Sheffield

- shuttle bus to Doncaster and train to Sheffield: from £6

‘The university collection from Manchester airport was very helpful and allowed me to have a certain level of confidence despite this being the first time I travelled without my parents.’

**Maheshi Korathota,
MSc Enterprise
Systems Professional**

Meet and greet

If you are not using our Manchester airport pick-up service you should make sure you arrive in Sheffield during our meet and greet dates.

Meet and greet desk

Our Meet and Greet desk is in the main entrance at City Campus. Please visit as soon as you arrive in Sheffield so that we can give you important information. Come back at any time if you're not sure what to do next or if you have any questions.

The Meet and Greet desk offers

- free transport to your accommodation
- orientation information
- banking information
- staying safe
- social events
- enrolment dates
- contacting home
- campus and city shopping tours
- free giveaways

January arrivals

Please note that the University will close for Christmas on Friday 24 December 2010 and reopen on Monday 3 January 2011. If you are arriving in January you will not be able to contact anybody in the University during this period. Please be aware that Sheffield can be quite cold in January, and in previous years we have had snow, so bring warm clothes in your hand luggage.

Monday 6 – Friday 17 September 2010
Friday 14 – Friday 21 January 2011

Our meet and greet desk is open 10am–6pm (0900–1800) on these dates. We will help you to your accommodation when you arrive in Sheffield and can answer your questions about Sheffield and the University.

Travelling to Sheffield

Use the arrival information form at www2.shu.ac.uk/services/ssc/international/meet.cfm or on page 29 to tell us when and where you will be arriving. You can use the form to ask for detailed travel directions to Sheffield, or to book the airport pick-up service (page 18) if you are arriving at Manchester Airport.

Please make sure you include your email address when you complete your details. We will email you when we receive your form, to give you information you request, and to keep in touch if you need more help arranging your journey.

Directions to the University

See page 18 for instructions on travelling from the Sheffield train and coach stations to the University. You should try to arrive from 10am–6pm, when our meet and greet desk is open. Don't worry if you arrive later though – if the main entrance is closed, ring the bell, which is on the right-hand side of the door. The security staff will meet you and arrange for a taxi to take you to the accommodation you have already booked for your first night (see page 24).

Contacting home

Your family will be anxious to know that you have arrived safely to Sheffield. We can help you

- unlock your mobile/cell phone
- buy a cheap international phone card to use with a landline
- direct you to where you can access the internet

We cannot respond to families who want to check that you have arrived unless we have your permission. If you know that your family may worry please contact them as soon as possible.

More information

University online visitor's guide
www.shu.ac.uk/visit/

Coach times and fares
www.nationalexpress.co.uk

Train times and fares
www.nationalrail.co.uk

Arrival information form
www2.shu.ac.uk/services/ssc/international/meet.cfm



Students dining at Chef Hallam Central



A student receives help at the meet and greet desk



Students arrive at the meet and greet desk

‘The international student support team were very helpful. They were very friendly and answered all my questions very patiently. I am really thankful to them.’

Postgraduate student, India, Faculty of Arts, Computing, Engineering and Sciences

Your first week

Your first week will be very busy and exciting as you get accustomed to your new surroundings. We recommend that you take advantage of these events, organised to help you get settled in and comfortable as quickly as possible.

Orientation

Orientation programmes take place at the beginning of each semester, before the start of your course – see the dates above. The programme includes

- workshops about the University
- information about the services we provide
- videos about studying in the UK and life in Sheffield
- the chance to meet staff and students and make friends
- practical help like opening a bank account
- film screenings
- tea parties
- international party/club night
- social trip to Chatsworth House

More information about the programme is available on the pre-arrival pages of the University website.

The University recommends that all international/EU students attend an orientation session.

If you are starting your course at a different time of year and you will not be able to attend the orientation programme, please contact your faculty for information about other orientation or induction activities.

Tuesday 14 – Friday 17 September 2010
Thursday 20 – Friday 21 January 2011

Our orientation programme runs 10am–4pm (1000–1600) on these dates. City centre and campus tours, film screenings and other social events are available throughout the meet and greet period (see page 20).

Social activities

Throughout the orientation programme and meet and greet period we will be running social events, including cinema screenings, city centre tours and more. You will receive more information about these on arrival at the University.

Chatsworth House

On **Saturday 18 September** we are providing a trip to Chatsworth House, a magnificent stately home which has appeared in several popular films, including *The Duchess* and *Pride and Prejudice*. The trip costs only £15 covering the entrance fee for the house and gardens and the transport to Chatsworth.

Please let us know if you would like to come on the trip by completing the information form on page 29. To confirm your place you must pay, through the meet and greet desk, at least two days before the trip.

International students' handbook

When you arrive you will receive a copy of the *International students' handbook*. This contains detailed information about the University and the city to help you settle in and get the most out of your student life. If you arrive late, please ask for a copy from Student and Learning Services reception.

Important words

You will hear three words all the time in your first week at University, and although they are similar we use them for very specific events.

Enrolment

This is when you officially sign on to your course. Your faculty will tell you your enrolment date when you accept your place at the University. If you arrive and don't know when this is, visit your faculty reception to find out. You need to enrol before you can receive your SHUcard.

Induction

This is a series of sessions to introduce you to your course. This is arranged by your faculty and is in addition to the international student orientation. You will meet your teachers who will explain what to expect on your course and explain your timetable to you. There will also be tours of your faculty, library and IT facilities, as well as social events. Your faculty reception will be able to answer questions about induction.

Orientation

This is a series of sessions to introduce you to Sheffield and the University, organised by the International Student Support team. It normally takes place over several days. If you have any questions about orientation you can find out more at the meet and greet desk.



Fresher's Fair



Students at Collegiate Crescent Campus



Students at Hallam Square, City Campus



Students at Heartspace, City Campus



Student trip to Chatsworth House

Travel tips

Here is some advice and information about travelling to the UK, and what to do when you get here.

Your first night in Sheffield

Before you travel, you must book some accommodation for your first night in Sheffield. Temporary accommodation in the University is very limited, so you MUST book in advance. Email fdr-privatesectorenquiries@shu.ac.uk for booking fees and advice.

For more information about the different kinds of accommodation available, look in the enclosed booklet *Finding the right place to live in Sheffield* or visit the website in *More information*. You must return the application form with proof of your visa at least ten days before you arrive in the UK.

If you arrive in Sheffield without accommodation you will have to stay in a hotel. Hotels in the UK are expensive, but if you do need information on where to stay, visit the Sheffield hotels website listed in *More information*.

Luggage

Check with your airline to find out your baggage limit. Use good strong luggage, well secured and with your name, Sheffield Hallam University and UK addresses clearly marked on them. It will be your responsibility to carry your luggage, so only pack as much as you can carry.

We strongly recommend that you pack essential items such as medicine, travel documents, maps, contact numbers and this booklet in your hand luggage.

See page 15 for what clothes you should bring with you. You must not bring foodstuffs, illegal drugs, firearms, fireworks, flick knives, horror and pornographic materials or plants into the UK. Do not carry sharp objects such as scissors or penknives in your hand luggage.

Do not bring large amounts of cash (see European Union currency controls on page 25). Credit cards and travellers cheques are safer. Keep them separate if possible in a pocket or handbag. Try to keep valuable belongings and cash in your hand luggage but do not carry valuables in bags on your back.

Always check with your airline about items you are allowed to bring in your hand luggage. Buy insurance for your possessions in case of loss, theft or damage: visit the website in *More information*.

Look after your belongings

Before travelling make a note of the following and keep this information separate from the originals

- the serial numbers of your travellers' cheques (put these copies in your hold luggage)
- your passport number, its date and place of issue (a photocopy of the picture page is useful)
- information about your credit cards and travel documents
- the serial number of valuables such as your laptop

Look after yourself

- keep calm and ask airport staff for help and advice if necessary
- do not agree to look after anyone else's luggage or carry someone else's luggage on board
- whilst on the plane, do some gentle stretches and walk around when possible
- drink plenty of water and avoid alcoholic drinks

Damaged or lost luggage

If your luggage is damaged, report it to the appropriate authorities in the airport terminal. If you have insurance you will be able to claim for this. Once you have reported the damage, leave the baggage hall.

If you cannot see your luggage in the baggage hall, wait until the entire luggage load has been taken off the plane. If your luggage is not there

- keep calm
- report the loss to the authorities in the baggage hall
- ask them to deliver your luggage to Sheffield Hallam University. We have a 24 hour reception and security desk which will receive it for you
- leave the baggage hall and continue your journey. If you are using the meet and greet service at Manchester International Airport, student guides will be waiting to welcome you in the arrivals lounge.

More information

University accommodation
www.shu.ac.uk/accommodation

Sheffield hotels
www.sheffield.gov.uk/out--about/touristinformation/staying-in-sheffield

Travel insurance
www.endsleigh.co.uk/international-students.html

UK Immigration Advisory Service
www.iasuk.org

HM Revenue and Customs
www.hmrc.gov.uk/individuals

UKCISA information for students with families
www.ukcisa.org.uk/pages/your_family.htm



Sheffield train station

Immigration

You should have no problems going through the immigration controls, but if you do it is your right to speak to the office of the UKIAS (United Kingdom Immigration Advisory Service), where you can get advice and help. Ask if you can do this, and also phone us at the University on 0114 225 3813.

Passport control

1. Select the correct queue – EU or non-EU.
2. The immigration officer will check all your documents – carry all your University papers and letters in your hand luggage.
3. The immigration officer will stamp the visa page of your passport. The visa sticker ('vignette') tells you how long you can stay, whether you have permission to work and whether you must register with the police. If you do need to register with the police, the University will help and advise you about the process.
4. Do not challenge the immigration officer's decision but make a note of what they say.
5. The international student support team will help you with any problems when you arrive at the University.

European Union currency controls

If you are entering the UK from a non-European Union (EU) country and are carrying 10,000 Euros or more (approximately £8,000, or the equivalent in other currencies) you must declare the cash to HM Revenue and Customs (HMRC) at the place of your arrival in the UK.

If you fail to declare any cash, travellers' cheques or bank drafts that you are carrying, or if you provide incorrect or incomplete information, you could receive a fine of up to £5,000.

You must use the C9011 form to make the cash declaration. Forms are available at ports and airports and also from the HMRC website. Visit the website in '*More information*' and search for 'C9011' to download a copy.

If you are travelling between another EU country and the UK, you do not have to make a declaration.

Did you Know?

The University has a free emergency phone number for international students who experience problems with their journey to Sheffield. You will be able to contact a member of staff 24 hours a day during September and January. Please note that this number can only be used within the UK.

**Emergency phone number
0800 073 1318**

'I had anxiety before coming to Sheffield. It was all gone as soon as I reached here. I was surprised how friendly this lovely city is. Warm, welcoming and friendly natured staff made me feel very comfortable and I have felt an immense level of support. I have felt right at home here.'

**Sarmad Saud,
MSc Enterprise Systems
Professional**

Hallam Union

Sheffield Hallam University's HUB for student representation

Hallam Union

All students are automatically members of the Students' Union. Hallam Union exists to represent the interest of students, as well as providing advice, volunteering opportunities, sport, societies and of course, social events.

The Union is based in the landmark 'HUBS' building at City Campus. Although an integral part of Sheffield Hallam University, the Union is also independent; giving it the opportunity to speak more openly on behalf of Sheffield Hallam students, and to **represent your views**.

The **advice centre's** professional staff provides independent and confidential advice, information and advocacy on a large range of issues.

Hallam Volunteering aims to provide students at Hallam with the opportunity to contribute to the community through a variety of enjoyable, student volunteer led projects in and around Sheffield. Hallam Volunteering has over 30 projects you can get involved in and is a great way to meet new friends and develop your personal skills.

The **Sports Union** runs over 35 sports clubs that are both competitive and social. Many of the teams play in the highest leagues in England and lots of clubs are part of a thriving social scene. There are also around **30 societies**, covering groups and interests from religion to rock music. The number of societies has increased enormously and there are plenty of opportunities and support for you to start a new society.



The HUBS – our Students' Union building

If you are involved in any Hallam Union activities you can take part in the **Hallam Award**. This has been designed to recognise all the hard work put into Hallam Union activities by student volunteers as well as encouraging students to reflect on the new skills they are developing.

The Union is also the focus for student social life with a modern cafe, bar and nightclub with a full calendar of **entertainment** from comedy and live music to club nights in its unique multi-roomed venue.

More information

For more information visit
www.hallamunion.org

Checklists

Use these checklists so you won't forget anything! You can tear out this page to bring with you when you travel.

After you have received your offer

- If you have been given a conditional offer, check any requirements you need to meet before you can be accepted onto the course
- Ensure you have adequate funds for tuition fees and the cost of your stay in the UK
- Return the acceptance slip included in your offer
- Pay £1,000 deposit towards your tuition fees (does not apply to EU and NCUK pre-masters students)
- Apply for a visa/entry clearance (non-EU students only)
- Apply for pre-sessional English language courses if necessary

Before you leave

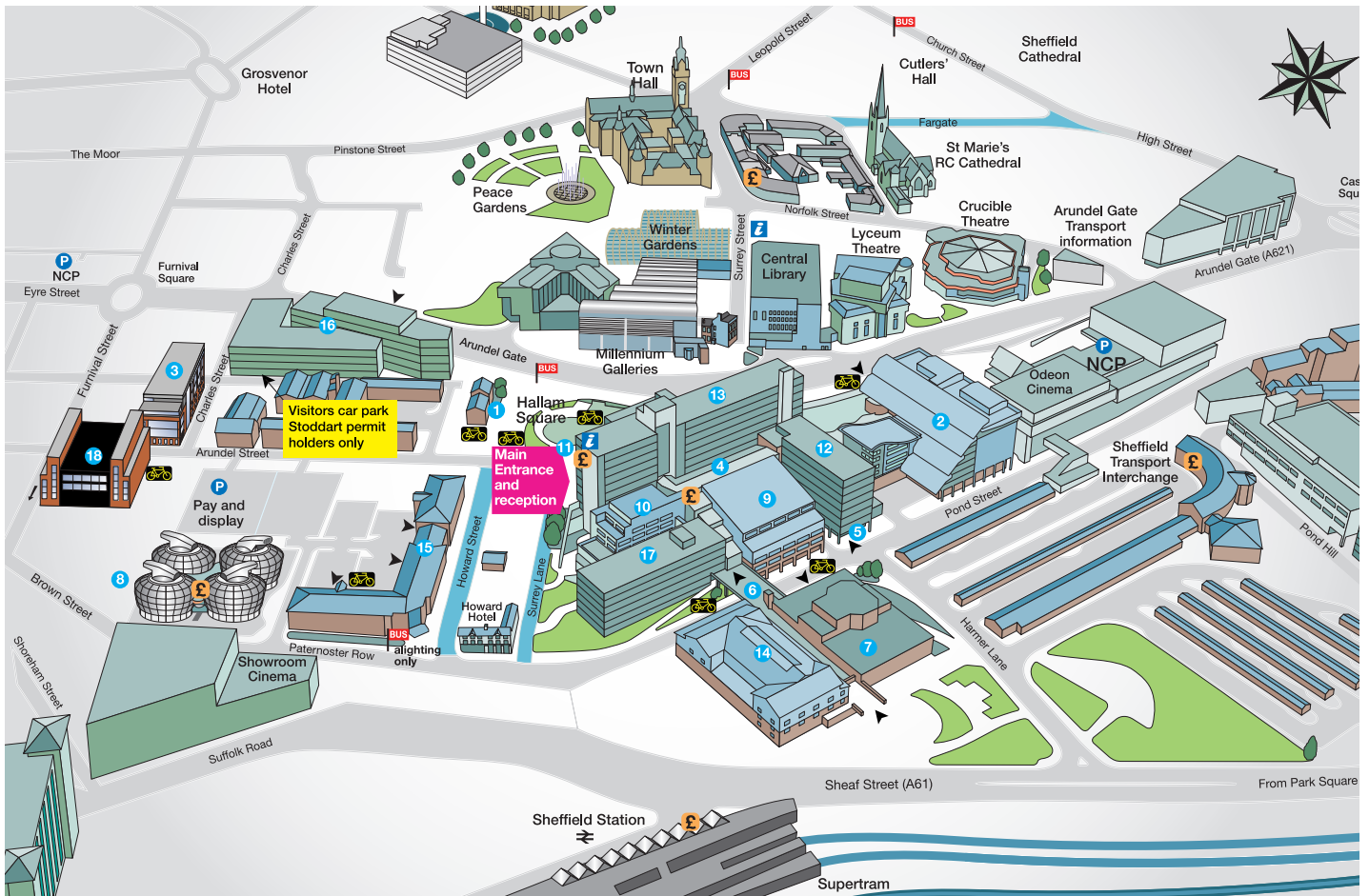
- Check the start date of your course(s) and the dates of orientation, so you know when to arrive
- Book your accommodation. For more information, see the enclosed booklet *Finding a place to live in Sheffield*.
- Make your travel arrangements and book your tickets
- Send us your arrival details using the **arrival information form** at <http://www2.shu.ac.uk/services/ssc/international/meet.cfm> or on page 29.
- If you are arriving at Manchester International Airport during the meet and greet period, book your place on the airport pick-up service. You can do this using the **arrival information form** (see above).
- Request further information about travelling to Sheffield if you need it, using the **arrival information form**
- Book hotel accommodation for your first night in Sheffield if you do not want to stay in University accommodation
- Make necessary arrangements for any family if they are accompanying you to the UK

- Arrange medical insurance if you are in the UK for less than six months.
- Arrange travel insurance for your possessions
- Check whether you need permission to transfer money to the UK. Order British currency and/or travellers' cheques for immediate expenses upon arrival
- Check whether your government has restrictions on how much money you can take out of your country
- Weigh your baggage, to check it is within your baggage allowance and light enough for you to carry
- Photocopy important documents and make notes of serial numbers – see page 24. Pack separately from the originals.

What to bring in your hand luggage

- Your passport and visa
- The final letter of acceptance for your course
- Documentary evidence of your finances
- Recent chest x-ray report (CXR) in English, confirming you do not have active TB (does not apply to students from Western Europe, North America, Australia, New Zealand and Japan)
- Medication, details of medical conditions and a letter from your doctor detailing any prescribed drugs you are taking
- Details and policy wording for any insurance you have arranged
- Enough money in sterling and travellers' cheques for your first few weeks
- This guide, maps and any useful contact numbers

City Campus map



- | | | | |
|--|--|--------------------------|-------------------|
| 1 Accommodation Services | 7 Eric Mensforth Building | 13 Owen Building | ● Campus building |
| 2 Adsetts Centre | 8 Hallam Union Building of Students (HUBS) | 14 Sheaf Building | ▶ Entrance |
| 3 Arundel Building | 9 Harmer Building | 15 Science Park | P Parking |
| 4 Atrium, Cutting Edge and Heartspace Café | 10 Howard Building | 16 Stoddart Building | i Information |
| 5 Club Hallam – sports facilities | 11 Main Entrance and reception | 17 Surrey Building | £ Cashpoint |
| 6 Concourse | 12 Norfolk Building | 18 The New ACES Building | 🚲 Bike racks |
| | | | BUS Bus stops |

Arrival information form 2010-11 entry

You must use this form to tell us your travel arrangements, book a place on our airport pick-up service, and to request further information about travelling to Sheffield if you need it.

Important

Please note – this form is for students coming to Sheffield Hallam University in the **2010–11 academic year**. If you are starting your course during or after September 2011, and you do not have the 2011–12 version of this form, please contact the international student support team.

Please complete this form in **BLOCK CAPITALS** using a **black ballpoint pen** and send it to

International Student Support

Student and Academic Services
Sheffield Hallam University
City Campus
SHEFFIELD S1 1WB
UK

Email guidance@shu.ac.uk
Phone +44 (0)114 225 3813
Fax +44 (0)114 225 2161

Please only return it after you have made your travel arrangements.

Personal details – please complete every section

Surname/family name

First name

Gender Male Female Date of birth day month year

Student ID number (if known)

Country of origin

Email address

Without your email address we will not be able to acknowledge receipt of your form and may not be able to confirm your bookings.

Phone number Fax Number

In which faculty will you be studying?

Arts, Computing, Engineering and Sciences Development and Society

Health and Wellbeing Sheffield Business School

Don't know

Name of course/subject

Are you an exchange student (for example, Erasmus/Socrates)? Yes No Don't know

(Please turn over)

Your travel arrangements

Mode of transport (tick as many as apply)

Air Sea Coach Car Train
Other (please specify) Don't know I'm already in the UK
UK airport/port/point of entry Airport terminal (if applicable)
Flight number (if applicable) Airline (if applicable)
Date of arrival in the UK day month year Estimated time of arrival

For students travelling to **Manchester International airport**, would you like to book a place on our **pick-up service**?

Yes No

If you have any family members who want to book a place on the bus with you to Sheffield, please state how many people. (Leave blank if no family members are travelling with you)

The airport pick-up service is only available at certain times of the year. Please see page 18 of this booklet for dates and times of availability.

It costs **£25 per person**, with a £5 discount for prompt payment.

If you are arriving at a different airport or using a different mode of transport, would you like us to provide **directions or instructions** for getting to Sheffield?

Yes No

Date of arrival in Sheffield day month year Estimated time of arrival

Additional information

Have you contacted accommodation services to arrange accommodation for your **first night in Sheffield**?

Yes No

Even if you do not plan to live in University accommodation whilst you are studying, it can be difficult to find somewhere to stay on your first night in Sheffield. Accommodation services can help you do this. Please visit www.shu.ac.uk/accommodation for more information.

Please select which **orientation programme** you will be attending

14-17 September 2010 20-21 January 2011 None

I would like to attend the **trip to Chatsworth House on 18 September** (cost £15)?

Yes No

Please note – to confirm your place you must pay, via the meet and greet desk, at least two days before the trip. There is no trip in January.

Thank you for completing this form. The international student support team looks forward to welcoming you to Sheffield.

Useful contacts

Websites

Sheffield Hallam University

www.shu.ac.uk/international

Sheffield Hallam University international pre-arrival information

www.shu.ac.uk/international/prearrival

Sheffield Hallam University city guide

www.shu.ac.uk/sheffield

Sheffield Hallam University accommodation services

www.shu.ac.uk/accommodation

Student information and advice

www.ukcisa.org.uk

Information on student life in the UK

www.ukstudentlife.com

www.educationuk.org/downloads/study_live_uk.pdf

British Council student budget planner

www.educationuk.org/budgetplanner

International travel

www.lonelyplanet.com

www.roughguides.com

International student identification card

www.isiccard.com

Street maps

www.multimap.com

International Student Support

Facebook – Sheffield Hallam University International Students Society

Blog – hallaminternational.blogspot.com

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