WELCOME TO IFCELS, SOAS

This booklet is to help you prepare for your time here and answer some of the queries which you may have before you arrive in the UK. This includes general information on accommodation, banking, healthcare, police registration, social activities and travel; as well as important information on immigration procedures.

We will, of course, provide you with further details during your orientation programme but recommend that you bring this booklet with you as a useful general guide throughout your studies at SOAS.

Please make time to read through all sections as it will help you for when you arrive.

I very much hope that you will enjoy your time at IFCELS.

In the meantime, if you have any questions, please do not hesitate to contact me.

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Delia Lozano
Accommodation, Visa and Welfare Adviser
/Academic Advice Unit Support
**New Rules for the use of eGates at the border**

Please read the following information carefully, and if you have any questions regarding immigration, please email Delia Lozano, IFCELS Visa Adviser dl20@soas.ac.uk.

From May 2019, nationals from **Australia, Canada, Japan, New Zealand, Singapore, South Korea and the United States of America** will be able to use eGate entry at the border in 15 UK airports and Eurotunnel.

In addition, nationals of these seven countries will also no longer be required to complete or present a landing card.

**If you are a national from one of these countries and you are coming to the UK for **study using a Tier 4 visa**:**

Entering via an eGate means that your vignette (visa) in your passport will not be endorsed with an entry stamp. You are advised to visit a Border Force Officer on arrival at the airport and receive an entry stamp in your passport instead of using the eGate system.

If you choose to use the eGate system, which you are eligible to use, we (SOAS) will require proof that you entered the UK during the validity period of your Entry Clearance stamp. As such, please be sure to have evidence such as your boarding pass, flight tickets or flight booking available at registration.

All other nationalities and visa holders must use the standard entry points and be seen by a border force officer.

**If you are a national from one of these countries and you are coming to the UK for a **study visit of 6 months or less**:**

Please **DO NOT** use the eGate entry. You are required to visit a Border Force Officer to receive an entry stamp in your passport on arrival in order for you to register with us as a student on a Short Term Study visa.

If you enter the UK through the eGate, **YOU WILL NOT RECEIVE** a Short-term Study visa stamp in your passport and instead will be considered a ‘visitor’ (tourist). If you are classed as a ‘visitor’, you will not be allowed to enrol on your programme of study at SOAS if it is longer than 30 days.
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ACCOMMODATION

Academic year accommodation

For many students, moving away from home to a different country can be an exciting but daunting prospect.

At IFCELS, we try to make the transition for students from their home country to the UK as comfortable as possible. When our students arrive in the UK it is essential that their accommodation has been properly organised so that they can settle in quickly and concentrate on their studies.

Where you will live while you are at university can play a large part in your overall experience. At SOAS we offer a variety of options to suit your needs.

We have a range of room types available including catered or self-catered halls. Costs range from £155.75 (shared room) - £292.60 (double en-suite) per week. These are on or close to our campuses, so you’re well connected to everything SOAS has to offer.

Our halls accommodation is very popular, and we have a very limited number of Student Halls available. Further details regarding these options will be sent once you have firmly accepted your offer and paid the required deposit.

A schedule of payment dates will be provided in your licence agreement. Payment is usually required in termly instalments.
Why choose university halls?

![Image of coins and pie chart]

Figure 3: Save money. Taken from https://mygreatlakes.org/educate/knowledge-center/successful-budgeting.html

- We have a wide range of accommodation to suit the needs of every student; from catered single, twin and double rooms to self-catered studios and family apartments.

- Halls of residence are not for everybody but they are most students’ first choice.

- University halls provide students with a certain level of independence, but without the complications of bills (such as electricity and water) as these are all included in the fee.

- They provide a supportive environment and the opportunity to meet students from a diverse range of backgrounds.

When to apply

When you have accepted your offer of a place on an IFCELS course and have paid the deposit, you will be sent an accommodation information pack which will provide you with full instructions. **This information will be available from March 2019.**

Please ensure you apply online for accommodation as soon as possible as accommodation in the halls of residence is in great demand and allocation of rooms works on a first come, first served basis.

![Image of a chair]

Figure 4: Clipart of a chair. Google image
How do I increase my chances of getting an offer for September? Should I send a deposit?

It is not necessary to send a deposit with the initial accommodation application – this does not increase the chance of getting a place in a hall of residence. A deposit for the accommodation should only be sent once an offer of accommodation has been made.

To improve your chances, we encourage you to **apply as early as possible**, as offers are prioritised according to Application Date.

If you are successful in getting a place at one of the residences, you will receive an offer by e-mail containing detailed information about the contract, how to accept the offer and how to make a deposit payment.

## Summer accommodation

**IMPORTANT** – Accommodation for IFCELS Summer Programmes is a separate arrangement to academic year accommodation and should be arranged directly through IFCELS, by indicating clearly that accommodation is required, on the IFCELS Summer Application Form.

Accommodation at the University is reasonably priced. Prices are for self-catering accommodation in single en-suite rooms.

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<th>PROGRAMME</th>
<th>ACCOMMODATION FEE FOR 2019</th>
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<td>Summer Programme (Accommodation per 3 weeks)</td>
<td>790 GBP</td>
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<td>4 Wk Pre-sessional Programme</td>
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<tr>
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</tbody>
</table>

If you book your summer programme WITH accommodation, your room will be available from 2.00pm on the **day before** the programme starts. You must leave your room by 10.00am on the Saturday morning after the end of your programme.

**Extra nights’ accommodation**

Accommodation outside of the standard contract dates is subject to availability and additional rental charges.
ADVICE & HELP

COUNSELLING

Some students may experience problems of a personal nature, have difficulties managing essay deadlines or suffer from exam anxieties during their studies at SOAS. IFCELS staff will, of course, be happy to help in any way we can and you will have a Personal Tutor with whom you can discuss any difficulties or anxieties you may have. However, you may also wish to speak to someone outside the department, in confidence, about your personal difficulties.

Students come to counselling with lots of different problems and concerns. These include:

- Difficulty settling in
- Pressure of work and meeting deadlines
- Exam anxiety
- Loneliness
- Relationship difficulties
- Loss or trauma
- Lack of self-esteem and confidence
- Depression
- Overwhelming feelings such as anger, anxiety, panic

Whatever your concern, the counsellor will take you seriously. This confidential service is available to all registered students experiencing emotional and psychological issues.

STUDENT DISABILITY SERVICES

Appointments and Contact Details

If you feel you would like to meet a counsellor you can contact them by e-mail, telephone or in person.

Telephone: 0207 074 5015  
E-mail: studentadviceandwellbeing@soas.ac.uk  
Location: Room SL48 of the North Block building (Senate House) at Russell Square.

The counsellors are available Monday to Friday, except when the School is closed e.g. Bank Holidays and between Christmas and New Year.

The normal appointment hours are 9am to 5pm. If you are unable to make an appointment, there are daily informal drop-in sessions (times TBC before the start of term).

For more general advice, please see the student counselling site for UK Universities where there are guidance/information notes on problems and solutions that students may experience –  
www.studentcounselling.org

Figure 5: Someone who can help image. Taken from https://www.linkedin.com/pulse/hello-i-am-someone-who-can-help-sean-michael-kehoe
SOAS is committed to promoting equality of opportunity. It proactively takes steps to provide an environment in which our students feel able to disclose a disability.

In line with the Equality Act 2010, we make reasonable adjustments to support disabled students with their studies. Our aim is to promote and implement an inclusive learning and teaching environment, allowing students to study as independently as possible during their time at SOAS.

It’s your decision as to whether or not to declare your disability or condition, but we would urge you to tell us about (disclose) any disabilities you have so that we can identify any support that you might need as soon as possible.

This may include:
- A specific learning difficulty such as dyslexia, dyspraxia or dyscalculia
- A visual impairment
- A hearing impairment
- A mobility impairment
- A mental health condition
- Other unseen conditions

You can tell us about a disability at any time during your studies at SOAS but telling us as early as possible ensures any support is available sooner. Even if you don’t need support at the time of disclosure, making us aware of your disability will enable us to provide support to you more quickly if you do need it at a later stage.

Apart from your disclosure, staff may become aware of your disability in other ways such as during classes, when you seek advice, or in casual conversation with you.

In such circumstances, you will be encouraged to contact the SOAS Disability Advisers, Ms Zoe Davis and Ms Angela Axon.
We recognise that disclosure may be difficult and would like to reassure you that we will treat the information relating to your disability you provide as sensitive personal data. You are strongly advised to contact the Disability Office to find out more about some of the support options available to you.

You can contact the SOAS Disability Officers at:

**Email:** disabilities@soas.ac.uk  
**Telephone:** +44 (0) 20 7074 5018  
**Visiting address is:** Room SL48, North Block building, Senate House, Russell Square campus, London WC1H 0XG  
**Website:** http://www.soas.ac.uk/disability/

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**MENTAL HEALTH DIFFICULTIES**

Advice and support is available to students with mental health difficulties. If you are worried about your mental health or have a mental health condition which affects your studies, we strongly encourage you to tell us on your application form, and to then contact the Student Disability Services for assistance (see contact details above).

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**‘A to Z’ London Street Guide**

During your stay in the UK we recommend you buy an ‘A to Z’ guide to London. This widely available guide consists of detailed street maps of London showing railway stations, underground stations, hospitals and police stations as well as maps showing West End theatres and cinemas.

An ‘A to Z’ costs approximately £6.95 and can be bought from any well-known newsagent or bookshop such as WH Smiths and Waterstones. The nearest Waterstones book shop to the University is located on Malet Street.

Figure 7: London A-Z. Taken from https://www.amazon.co.uk/London-Street-Atlas-spiral-Z/dp/1843486032
ARRIVING IN THE UK

Essential Border Control Information

Upon arrival at passport control expect a few simple questions about your studies and the time you are going to spend in the UK.

You should have the below documents in your hand baggage, in paper form (not on an electronic tablet or mobile phone).

Things to bring in your hand luggage

- Have your passport ready and remember to make sure it is removed from any cover
- If you are a non EEA National make sure you have a completed a landing card
- Entry Clearance (Visa) (if applicable)
- Vaccination certificates/ medical documentation (if applicable)
- Letter of acceptance (including your Confirmation of Acceptance for Studies number if you are coming to the UK as a Tier 4 Student)
- Recent bank statement, qualifications and details of your UK accommodation.

- It is imperative that you do not give any false or misleading information to Border Force.
You are strongly advised to find out about immigration procedures well in advance before you travel to the UK to study. If you are not sure about what you can bring into the UK you should check with the British Embassy or High Commission in your home country before travelling to the UK.
Warning: It is your responsibility to apply and ensure you have the correct visa for the course you will be enrolled on. The School takes no responsibility for a visa being denied at any point before or during a course. If you have any questions regarding your student visa, please contact the IFCELS Welfare Adviser on Tel: + 44 (0)20 7898 4808 or email her on dl20@soas.ac.uk.

What not to bring!

1. There are restrictions for certain foods, plants, alcohol and tobacco.

2. Gifts and sums of money equivalent to $10,000 or more are not allowed.

3. Persons entering the UK cannot bring in endangered plants or animals, this includes ivory, skins, hides and shells and any products made from them.

4. It is strictly forbidden to enter the UK with counterfeit goods, illegal drugs, offensive weapons or indecent or obscene material.
New Rules for the use of eGates at the border

Please read the following information carefully, and if you have any questions regarding immigration, please email Delia Lozano, IFCELS Visa Adviser dl20@soas.ac.uk.

From May 2019, nationals from Australia, Canada, Japan, New Zealand, Singapore, South Korea and the United States of America will be able to use eGate entry at the border in 15 UK airports and Eurotunnel.

In addition, nationals of these seven countries will also no longer be required to complete or present a landing card.

If you are a national from one of these countries and you are coming to the UK for study using a Tier 4 visa:

Entering via an eGate means that your vignette (visa) in your passport will not be endorsed with an entry stamp. You are advised to visit a Border Force Officer on arrival at the airport and receive an entry stamp in your passport instead of using the eGate system.

If you choose to use the eGate system, which you are eligible to use, we (SOAS) will require proof that you entered the UK during the validity period of your Entry Clearance stamp. As such, please be sure to have evidence such as your boarding pass, flight tickets or flight booking available at registration.

All other nationalities and visa holders must use the standard entry points and be seen by a border force officer.

If you are a national from one of these countries and you are coming to the UK for a study visit of 6 months or less:

Please DO NOT use the eGate entry. You are required to visit a Border Force Officer to receive an entry stamp in your passport on arrival in order for you to register with us as a student on a Short Term Study visa.

If you enter the UK through the eGate, YOU WILL NOT RECEIVE a Short-term Study visa stamp in your passport and instead will be considered a ‘visitor’ (tourist). If you are classed as a ‘visitor’, you will not be allowed to enrol on your programme of study at SOAS if it is longer than 30 days.
The UK Council for International Student Affairs (UKCISA) provides advice for international students, universities, colleges and students' unions. The below is an overview of the process of arriving in the UK.

"If you travel to the UK by air, you will probably arrive at one of London's main international airports, Heathrow or Gatwick; or one of the big regional airports, such as Manchester, Birmingham, Edinburgh or Glasgow. Some airports are large and have several terminals, and you will need to follow signs to find your way out. If you travel by sea you will probably arrive at one of the Channel Ports—Dover, Folkestone or Harwich are the most likely. It is also possible to arrive in London on the Eurostar train, which travels through the Channel Tunnel, or to bring a car through the Tunnel on a shuttle train. Please note that if you travel by Eurostar, your will go through UK Immigration Control in France before you board the Eurostar.

If you arrive at an airport, you pass through immigration control first (before collecting your luggage). There are usually two main queues: one for European Economic Area and Swiss nationals, and one for everyone else. Make sure you join the correct queue. An Immigration Officer will look at your passport and check your Visa/Entry Clearance.

You should also have documents relating to:
- your studies (letter from your university/college/school, including your Confirmation of Acceptance for Studies number if you are coming to the UK as a Tier 4 student)
- your finances
- where you are going to stay

in your hand baggage, in paper form (not on an electronic tablet or mobile phone).

Before leaving Immigration Control, check that the Immigration Officer has put a date stamp (if you had a Visa or Entry Clearance) in your passport; or (if you are a non-Visa national coming for a course of less than six months) check that you have been stamped in as a 'Short Term Student'.

After immigration control, you will be able to collect your luggage. At most airports baggage is unloaded on to one of a number of moving belts ('carousels') in the baggage collection area. Look for your flight number and the name of the place your flight departed from on the screens or above the carousels and wait for each
item of your baggage to appear. If any item does not come through, find a representative of the airline you travelled on and fill in a lost baggage form.

When you have found all your baggage you must pass through Customs Control. Join the queue for either the green channel if you have nothing to declare, the red channel if you have goods to declare, or the blue channel if you have arrived from an airport within the European Union (EU) where you have already cleared all your baggage through Customs Control.

Even if you pass through the green channel a Customs Officer can ask you to open your baggage for checking.

If you arrive at one of the Channel ports you will also have to pass through Customs Control. If you use the Channel Tunnel, Customs Control will be carried out either in France or on the train.

![Currency Image](http://www.principecorsiniholidays.com/pound-hits-7-year-high-versus-euro-cutting-cost-tuscany-rentals/)

**Figure 10: Currency image. Taken from http://www.principecorsiniholidays.com/pound-hits-7-year-high-versus-euro-cutting-cost-tuscany-rentals/**

**Definition of cash**

The term 'cash' covers:

- notes and coins in any currency
- bankers' drafts
- cheques of any kind, including travellers' cheques

Forms on which to make the declaration will be available when you arrive and you will be given a copy of the completed form, which you should keep safely as evidence that you have made a declaration. Please note that a penalty of up to £5,000 can be imposed if you do not make this declaration or provide incorrect or incomplete information.

When declaring cash the EU is:
Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain (including the Canary Islands), Sweden and the United Kingdom (not including the Isle of Man and the Channel Islands).

If you are carrying more than the permitted duty or tax free allowances, or any prohibited goods (e.g. drugs, offensive weapons, food or plants from outside the European Union, etc.) you must pass through the red channel.

If you arrive at one of the Channel ports you will also have to pass through Customs Control. If you use the Channel Tunnel, Customs Control will be carried out either in France or on the train.”

Sources:

Immigration on arrival (UKCISA)
https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Immigration-on-arrival

For further information, please refer to the UKCISA ‘Immigration and Customs’ information which can be found via the following link http://www.ukcisa.org.uk/International-Students/When-you-arrive/Immigration-and-customs/

ATTENDANCE

Attendance at lectures, seminars, tutorials and practical classes is an integral part of your learning, without which you will not be able to fulfil the programme’s aims and objectives. Attendance registers are taken by academic staff through the programme for all students. Any concerns on a student’s attendance from the academic are reported to the Head of Programme for further consideration.

Tier 4 Students

The UK immigration system requires international students to adhere to strict rules whilst they are in the UK. As these regulations form part of the immigration law of the UK, failure to comply with them can have serious consequences and may result in deportation.

SOAS is legally required to advise the UK Immigration Authorities if you do not attend regularly. During the enrolment period, you will also be given information to explain your immigration obligations to ensure you understand how to comply with the immigration regulations.

The Registry also carries out an audit of attendance during the 2nd term of each session and where attendance is not as it should be, will invite students in for an interview to discuss the situation.
BANKING

If you will be studying for less than six months and you already have a bank account in your home country which you can use from within the UK, you may not feel the need to open another bank account. However, for the majority of students who will be studying for a full academic year, you may find it cheaper and safer to open a UK bank account.

International students are usually only able to open a Deposit Account (also known as a ‘basic bank account’). This is an account that you can use to pay money into and withdraw money from. You will be given a cash card to withdraw money from cash machines and interest will also be paid on the balance in your account. With this type of account, you will not be given a cheque book or have access to overdraft facilities.

If you are intending to study in the UK for more than 12 months, some banks may allow you to convert to a Current Account after a period of time. This type of account offers a cheque book, cheque guarantee card, debit card and it may also be possible to negotiate an overdraft facility.

You should spend some time comparing bank accounts before making a decision as different banks have different policies and conditions.

Do your research before you open a bank account

1. You should visit each bank and speak to a personal advisor to see whether there are any account charges as some banks will charge an annual fee
2. You should check whether you can transfer money from your home account and whether there is an online banking facility


How to open a bank account - for students enrolled on a course for over six months

Generally it will be easiest for you to open an account at a branch near to the School or to where you live. Over the past year there has been a tightening of regulations relating to UK banking and as a result, opening a bank account is not as easy as it has been in the past and you should be aware that students have been experiencing some difficulties recently.

Supporting Documents needed to open a UK bank account –

- Passport and ID card (if applicable)
- Student Visa (if applicable). If you are applying for a Tier 4 visa to come to the UK for 6 months or longer - when your visa is granted you will receive a vignette (sticker) in your passport valid for a 30 day period from your proposed date of travel. This is not entry clearance for the whole of your leave to remain in the UK. After you have arrived in the UK you must collect your BRP
from the post office you selected within 10 days of entering. **You will not be able to open a bank account without proof that you have immigration permission to be in the UK for the duration of your studies.**

- School enrolment letter (a school letter can be provided on request for this purpose from the IFCELS Accommodation, Visa and Welfare Adviser). Please be reminded that this letter can only been issued once you have arrived and have fully enrolled on the programme.

- Proof of your home overseas address

- Tenancy Agreement/ accommodation contract

Please note that the School is required to confirm your overseas home address on your student status letter. This will be the address in your IFCELS application form. If you change your address, the School will not be able to confirm this and you may therefore have some difficulties in opening an account.

The closest major banks in the area around SOAS are HSBC, Barclays, Lloyds TSB and Metro Bank.

**As banking policy for International Students changes frequently it is best to check exactly what is required with your chosen bank.**

More detailed information on banking in the UK can be accessed on the UKCOSA website – [https://www.ukcisa.org.uk/Information--Advice/Living-in-the-UK/Opening-a-bank-account](https://www.ukcisa.org.uk/Information--Advice/Living-in-the-UK/Opening-a-bank-account)

### Important banking information for students on IFCELS courses (e.g. ELAS) for less than 6 months -

Students who are studying for less than a full academic year will find it extremely difficult to open a bank account.

If you have enrolled on a **Short-Term Student visa** then you should be aware that it is not usually possible to open a bank account with this visa.

**Students who plan to enrol on a Non-Tier 4 Student visa are therefore advised the following –**

- Try to open an account with a multi-national bank in **your home country** which will allow you to use their cash machines in the UK.

- Arrange to bring traveller’s cheques for the entire period that you are here or set up a credit card from home that can be used in the UK.
CHAPLAINCY

The Chaplaincy service is open to all students and staff, irrespective of religious belief. Opportunities are offered for:

- Exploration of questions of faith, meaning and purpose
- Learning about the major world religions
- Worship in a variety of styles
- Confidential conversation
- Socialising both in the University and in activities such as days out and theatre visits.

The Chaplaincy office is situated in the College Building, Room 350 (third floor) which is available to all as a place to pray, reflect and be quiet.

The prayer rooms in Russell Square are dedicated to Muslims only, segregated into Room L65 (in the basement) for Male Muslim Prayer and the Brunei Gallery Prayer Room for Female Muslim Prayer. For other events and for details of worship for various religions please contact the Chaplains. Contact details are as follows:

E-mail: chaplaincy@soas.ac.uk
Location: Room 350

For further information, please see https://www.soas.ac.uk/worship/

Figure 11: Utilities. Taken from https://perfecthomes.co.th/much-utilities-cost-chiang-mai/

COST OF LIVING/ HOW MUCH MONEY SHOULD I BRING?
Before you leave home you must be sure that you will have enough money to pay for your course fees and living expenses until the end of your studies. You will also need to provide evidence of this if you are applying for a Tier 4 (General) Student visa, Short Term Student visa using form VAF1D or entry clearance as a Short Term Student at Immigration.

Apart from tuition fees and accommodation charges, there will be additional costs such as food, travel, books, stationery, utility bills, personal expenses and entertainment expenses.

It is difficult to estimate accurately the cost of living since so much depends on your lifestyle but the average cost (excluding accommodation and course fees) would be between £6,000 and £8,300 per year. If you would like to see further details on the cost of living in the UK, please see Education UK’s website – http://www.educationuk.org

(Look under ‘http://www.educationuk.org/global/articles/budgeting/’)

We strongly advise against bringing large amounts of cash with you. Travellers’ Cheques are a safe alternative to cash.

You can change currency and cash travellers’ cheques at ‘Bureau de Change’ offices, banks and post offices. When exchanging funds, you are advised to shop around for the best rates.

**WARNING:** If you bring money worth 10,000 Euros or more (including money in other currencies, travellers cheques, bankers draft or cheque) and you are coming to the UK from a country that is outside the European Union, you have to declare that sum to customs officers by filling in a form when you arrive.

Figure 12: Money Clipart. Taken from http://www.clipartpanda.com/clipart_images/money-clip-art-6967637

**BUDGETING**

**Accommodation**

Most university halls include services and utilities in the price. Other additions were utilities, gym membership, free car parking and bus passes.

If you are sharing a house, you will need to budget for gas, electricity, water, phone and internet.
If you are living in homestay accommodation, you may not have to pay bills. If, however, you use the house telephone, you may be expected to pay for your calls.

**Bills**

Some bills may be included in your rent, especially if you are in halls. Please note that if you live in private accommodation, you should expect to pay for utility bills such as gas, electricity and water in regular instalments.

**The below is a rough estimate on how much you might be spending per week**

<table>
<thead>
<tr>
<th></th>
<th>Weekly (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation (SOAS Halls)</td>
<td>167.97 (based on Dinwiddie House prices)</td>
</tr>
<tr>
<td>Food and Utilities</td>
<td>55</td>
</tr>
<tr>
<td>Travel (Zones 1-3 with 18+ Student Oyster)</td>
<td>26 (Dinwiddy House is located within a 20 minutes’ walk from SOAS so you may not want to purchase this card)</td>
</tr>
<tr>
<td>Personal</td>
<td>50</td>
</tr>
<tr>
<td>Books and Course Costs</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>301</strong></td>
</tr>
</tbody>
</table>

The international student calculator will help you work out how to manage your money and build a

Figure 13: Council Tax.
Images taken from [https://www.east-ayrshire.gov.uk/councilandgovernment/counciltax/counciltax.aspx](https://www.east-ayrshire.gov.uk/councilandgovernment/counciltax/counciltax.aspx)

budget for living and studying in the UK [http://international.studentcalculator.org/](http://international.studentcalculator.org/)
COUNCIL TAX

Council Tax is a tax set by local authorities to pay for local public services such as schools, libraries, police and fire brigade. Council Tax bills relate to properties rather than to individuals.

You are exempt from paying Council Tax if you live in student halls of residence (see list below) or in a house or flat wholly occupied by full-time students.

<table>
<thead>
<tr>
<th>University Halls</th>
<th>Independent Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Dinwiddy House</td>
<td>• Chapter Kings Cross</td>
</tr>
<tr>
<td>• Paul Robeson House</td>
<td>• Depot Point</td>
</tr>
<tr>
<td>• College Hall</td>
<td>• Goodenough College</td>
</tr>
<tr>
<td>• Connaught Hall</td>
<td>• Goldsmiths House</td>
</tr>
<tr>
<td>• Goldsmiths House</td>
<td>• IQ Bloomsbury</td>
</tr>
<tr>
<td>• Graham House</td>
<td>• Nido</td>
</tr>
<tr>
<td>• Helen Graham House</td>
<td>• Unite etc.</td>
</tr>
<tr>
<td>• International Hall</td>
<td></td>
</tr>
<tr>
<td>• The Garden Halls</td>
<td></td>
</tr>
<tr>
<td>• Urbanest St Pancras</td>
<td></td>
</tr>
</tbody>
</table>

You’ll usually be considered a full-time student for Council Tax purposes if:

- you are enrolled on a course that last at least one academic or calendar year - and which you are normally required to attend for at least 24 weeks out of the year and study for at least 21 hours per week during term time

http://www.ukcisa.org.uk/International-Students/Fees--finance/Council-Tax/ provides a full explanation on who must pay and who are exempt from paying Council Tax.

Although the School cannot decide whether you are eligible for exemption, we can confirm your student status.

Important: Pre-sessional students can only receive a letter to cover the duration of their Pre-sessional programme only. Once you have registered on your main programme at SOAS, you can request a letter from the Student Hub to cover the duration of your next programme of study.

You must send your Confirmation of Study Letter to the local authority (keeping copies for yourself as well).
ENROLMENT

**DOUBENS REQUIRED FOR ENROLMENT**

<table>
<thead>
<tr>
<th>UK and EEA Students</th>
<th>Non-EEA Students entering the UK with a visa</th>
<th>All IFCELS Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photographic identification that verifies your UK or EEA nationality, such as your passport or National Identity Card</td>
<td>Passport, including evidence of your entitlement to study in the UK and at SOAS Please see Changes to the visa process for applicants travelling to the UK for more than 6 months (see below)</td>
<td>Payment of course tuition fees/ evidence of sponsorship (if not yet submitted) Two passport photographs UK address (including your house number and post code) Police registration certificate (if applicable) Copies of your passport</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copies of your visa (if applicable)</td>
</tr>
</tbody>
</table>

**Name changes**

If your name details are incorrect, have changed or are incomplete please inform us immediately, by submitting the relevant details together with any supporting evidence.
Tier 4 Students

If you are coming to study for a course of six months or more, you will no longer be given a visa for the duration of your course in your passport.

When your visa is granted, you will receive a vignette (sticker) in your passport valid for a 30 day period from your proposed date of travel. This is not entry clearance for the whole of your leave to remain in the UK. The short term vignette is issued only for the purpose of facilitating travel to the UK.

Once you arrive in the UK you will be issued with a plastic card called a Biometric Residence Permit (BRP) sometimes known as Biometric Immigration Document. This card has a chip in it which contains your fingerprints and photograph. The BRP will state your whole period of leave to remain in the UK; it will also confirm how many hours you are allowed to work and your entitlement to NHS healthcare.

You will collect your BRP from a Post Office nearest to the UK address you entered into the visa application. You must collect your BRP within 10 days of arrival in the UK.

The main points are outlined below:

- If your visa application is approved, you will be issued with a temporary visa vignette (sticker) in your passport and this will be valid for a 30 day period from your proposed date of travel.
- When you arrive in the UK, the temporary visa vignette (sticker) will be stamped with the date of your arrival in the UK
- After you have arrived in the UK you must collect your BRP (visa which covers the whole of your leave to remain in the UK) within 10 days of entering the UK

Before you apply for your Tier 4 General visa

Before you apply for your (General) Student visa, you must know the date you are planning on entering the UK. Successful applicants will be issued with a vignette (sticker) in their passport which is valid for 30 days from the date you indicated as your intended travel date in your visa application. You must make every effort to enter the UK on this date. If you receive your temporary vignette sticker, and can’t travel...
during the 30 day window, you will need to apply for a replacement (another 30 day visa). You will have to pay a fee for this.

When you complete your visa application the form will give you a choice of post offices from which to collect your BRP. The form will select these post offices based on the addresses you provide on your application, that is the address where you will be living and SOAS’s address.

The letter that accompanies your 30-day vignette (sticker) will contain the details of the post office that you selected. It is therefore important for you to carefully identify the most convenient Post Office location when you are making your entry clearance application as not all Post Offices issue BRPs.

**What if I do not know where I will live?**

If you do not know where you will live because you have not yet received confirmation about your accommodation application, you will need to give the address of SOAS University so that you can be allocated a Post Office to collect your BRP.

SOAS Halls of Residence (Dinwiddy House, Urbanest Kings Cross are within a short walk from SOAS. Most University of London halls (i.e. Connaught Hall, Canterbury Hall, College Hall and International Hall etc.) are also within easy walking distance of SOAS. You are therefore advised to select one of the below mentioned Post Office on your visa application.

The Post Office closest to the Russell Square Campus and to SOAS’s accommodation, which does issue BRPs and which we recommend that you select is as follows:

1. **Kings Cross Branch**: 17/21 Euston Road, London, Greater London NW1 2RY

2. **Grays Inn Branch**: 19/20 High Holborn, London, Greater London WC1V 6BS

3. **Oxford Street Branch**: The Plaza, 120 Oxford Street, London, Greater London W1D 1LT

4. **Aldwych Branch**: 95 Aldwych, London, Greater London WC2B 4JN

5. **Farringdon Road Branch**: 39 - 41 Farringdon Road, London, Greater London EC1M 3JB
I am under 18, can a member of staff accompany me to collect my Biometric Residence Permit (BRP)?

As you will be under 18 you need to be accompanied by a responsible adult when you go to the Post Office.

The following process should be followed:

- You need to provide the Home Office UK Visas & Immigration (UKVI) with the name and contact details of a responsible adult who will accompany you to collect your BRP from the Post Office. If your parent or legal guardian will accompany you, you will still need to send this information to the UKVI as the responsible adult must be approved by the Home Office.

- You should email the UKVI at RACollection@homeoffice.gsi.gov.uk with the name and contact details of the person that will accompany you. You must include the following information in your email:

  - your full name;
  - your date of birth;
  - your nationality;
  - your passport number;
  - a contact telephone number; and
  - your case reference number.

You must also provide the following information about the responsible adult accompanying you to collect your permit:

  - their full name;
  - their date of birth;
  - their nationality;
  - the document they will use to prove their identity;
  - the identity document reference number;
  - the identity document expiry date;
  - their e-mail address; and
  - how the responsible adult is related to you

- Graham Davies, Head of the IFCELS Department, is currently the designated responsible adult for our applicants. If you want Graham Davies to act as your
If your responsible adult, you should email him at gd3@soas.ac.uk and he will provide you with his personal details.

- The UKVI will need to send authorisation by email to the responsible adult.
- You will need to coordinate going to the Post Office with Graham Davies/ your responsible adult.

- You need to take your original passport which contains your 30 day travel visa to the Post Office, together with the letter the Home Office sent to you confirming where your BRP has been sent.

- Graham Davies will need to take a copy of the authorisation email with him to the Post Office together with the original document which proves his identity (as confirmed by the UKVI).

What documentation will I be sent to confirm that my visa application was successful?

If your visa application is approved, you will receive your 30 day vignette with an accompanied decision letter. This letter will contain important information regarding the date you intend to travel to the UK and the address of the Post Office where you must collect your Biometric Residence Permit card (BRP).

When you receive your visa you should check that everything is correct (if you have been issued a 30-day vignette then you should check that the information in the accompanying letter is correct):

- your name and date of birth
- that you are a Tier 4 (General) student
- the Sponsor Licence Number (SLN) of SOAS is correct – Our Sponsorship Licence Number is TCQ09G6P6

When I reach immigration in the UK, do I need to show any documentation to the border officer?

Your 30-day vignette will be accompanied by a letter. When you enter the UK you should show the border force officer your 30-day vignette and this letter. You are also advised to carry in your hand luggage the following:

- Vaccination certificates (if applicable)
- Letter of acceptance (including your Confirmation of Acceptance for Studies number)
- Documentary evidence of funds
- Evidence of your qualifications
After you have arrived in the UK

After you have arrived in the UK you must collect your BRP from the post office you selected (see previous page) within 10 days of entering, and **you must make every effort to collect your BRP before you physically enrol at SOAS.**

⚠️ You do not have to make an appointment at the Post Office but you must take your 30-day vignette and your letter with you. If you do not collect your BRP within ten days of arriving in the UK (the date your BRP will be available from will be stated on your letter) you may have to pay a fine and/or your visa may be cancelled.

You are strongly advised not to travel outside of the UK until you have collected your BRP (the purpose of the BRP is to provide evidence your immigration status).

Can I enrol with my 30 day temporary visa only?

Although you are able to enrol on your programme before you have collected your BRP by showing the visa vignette in your passport, we strongly advise that you **make every effort to collect your BRP before you physically enrol at SOAS.** If you wish to open a UK bank account, the bank will need to see your BRP as proof that you have been granted immigration permission for the duration of your programme.

Students who are unable to collect their BRP in time for their enrolment session must submit this to Delia in room F205 as soon as it has been received.

For more details about collecting your BRP please see the [GOV.UK website](https://www.gov.uk/biometric-residence-permits).

Is your visa (BRP) correct?

Check that it includes all the correct information:

- your name and date of birth. A biometric residence permit (BRP) will also have your place of birth.
- that you are a Tier 4 (General) student
- SOAS Sponsor Licence Number (SLN), TCQ09G6P6. Some BRPs show the CAS number instead of the SLN, but this is fine.
- that the start and end dates of the permission are correct (see table below ‘how much leave will you be granted?’)
- whether you can work
- for some students, the instruction to register with the police
How much leave will you be granted?

Your Tier 4 immigration permission should end either seven days, two months, or four months after the course end date stated on your CAS as follows:

- If the course dates on your CAS cover a period which is more than 12 months, you should have been granted an additional four months after the end of your course;

- If the course dates on your CAS cover a period which is less than 12 months but more than six months, you should have been granted an additional two months after the end of your course.

If the course dates on your CAS cover a period of less than six months, you should have been granted seven days after the end of your course; (unless your CAS makes it clear

- that your course is a pre-sessional course, in which case you should have been granted one month after the end of your course).

Short Term Student Visa (ELAS students)

If you are on a Short-Term Student visa, your passport most contain the Short Term vignette (sticker) or stamp shown below.

| A Short-term Student visa that is applied for overseas before you travel (Entry Clearance) is a multiple entry visa | A Short-term Student visa issued at the port of entry to the UK (available only to non-visa nationals, is a single entry visa. |
HEALTH CARE

Students and their dependants who have applied for visas to come to the UK for more than 6 months will be required to pay a health charge at the point of submitting their visa application. The charge will entitle the visa holder to free health services under the National Health Service (NHS) once they have arrived in the UK.

The NHS is the UK's state health service which provides treatment for UK residents through a wide range of health care services. Some services are free, and some you will have to pay for.

When applying for a Tier 4 visa, you and your dependents will be charged £300 for each year of your visas duration (leave). If your period of leave includes part of a year that is less than 6 months you and your dependents will be charged £75 this period.

If your visa includes part of a year that is six months or less you will be charged an additional £150 for this period. If your visa includes part of a year that is more than six months, you will have to pay £300 for this period. For example, if your CAS states that your course starts in September 2019 and ends in June 2022 you should be granted a visa from August 2019 until October 2022 and the immigration surcharge will therefore currently be £1050.

Please be aware that you will be charged for the full length of your visa (leave) not the length of your programme at SOAS.

If the surcharge is not paid when due or too little is paid, you will be contacted by UKVI within 7 working days and asked to amend the payment. Non-payment of the correct surcharge can lead to your visa being refused.

You can also use the Immigration Health Surcharge tool on the Home Office website to check how much you will have to pay. The Tier 4 application form will calculate the amount that you need to pay and ask you to pay it before you can complete your Tier 4 application.

You pay the Immigration Health Surcharge during the visa application process.

Exceptions

The surcharge will also not apply to visitors, such as tourists or those coming to the UK for less than 6 months, or to EEA nationals residing in the UK. Tier 2 - intra-company transfer migrants and their dependents are also exempt.

Nationals of Australia, New Zealand, and British Overseas Territories Citizens who are resident in the Falkland Islands are exempt from this charge. You must still go through the process and apply for an Immigration Healthcare Surcharge (IHS) reference number (this happens automatically during the Tier 4 application form).

Please see the GOV.UK website (https://www.gov.uk/tier-4-general-visa) for the latest information.
Students from European Economic Area (EEA) countries or Switzerland

Figure 15: EHIC Card.
Taken from http://www.thetravelmagazine.net/risky-travel-without-european-health-insurance-card-ehic.html

EEA students are strongly advised to apply for the European Health Insurance Card (EHIC) in their home country and bring it with them when they travel to England to begin their studies. Most EEA citizens can use an EHIC to access NHS health care whilst in the UK, providing they are in the UK on a temporary basis.

Every member state of the European Economic Area provides information about how to apply for an EHIC.

⚠️ The EHIC is not an alternative to travel insurance. It will not cover any private medical healthcare, being flown back home, or lost or stolen property. Therefore, it is important to have both an EHIC and a valid private travel insurance policy.

To apply for an EHIC card, please click the below link
http://ec.europa.eu/social/main.jsp?catId=563&langId=en#nationalinfo
Once you arrive in the UK, you must then register with your local doctor/ General Practitioner (GP). Please refer to page 34.

Figure 16: Healthcare. Taken from Google

- Students studying less than six months from non-EEA countries; or
- Students on Short-Term Study Visa; or
- Students that have been issued a visa for their Pre-sessional programme only

You don’t have to pay the Immigration Healthcare Surcharge if you’re applying from outside the UK for a Short Term Visitor Visa that lasts 6 months or less.

However, if you are only studying in the UK for 6 months or less and/or you have a Short Term Study Visa, you will need to obtain private medical insurance to cover the duration of your stay in the UK.

SOAS does not endorse or recommend a specific insurance company, however, the UK Council for International Student Affairs (UKCISA) recommends Endsleigh Insurance. If you already have medical insurance in your home country, you may wish to check whether this can be extended to cover your stay in the UK.
What if I need to see a doctor?

If you become ill whilst at SOAS and need to see a doctor/ General Practitioner (GP) urgently, you can usually be seen as a private patient.

On arrival at the medical practice, you should inform the receptionist that you wish to register as a private patient. You will then be asked to complete a Private Patient registration form and pay a consultation fee. You should expect to pay around 60 GBP to see a doctor as a private patient.

Any prescription would also be private and would have to be paid for privately. Some prescription drugs are quite expensive. The doctor will be able to advise you of this. You should also contact your insurer to confirm that the terms of your policy will cover the treatment and consultations that you need.

You should also contact your insurer to confirm that the terms of your policy will cover the treatment and consultations that you need.

I am aware that I need to pay to see a doctor, which doctor should I go to?

If you need to see a doctor, you can go to the Soho Walk-in Centre. We have been advised that you will NOT need to pay to see a nurse, but you will need to pay for any prescriptions that you require.

Soho NHS Walk-in Centre
1 Frith Street,
London, W1D 3HZ
http://www.clich.nhs.uk/
Tel: 0207 534 6500

Soho NHS Walk-in Centre provides a range of walk-in health services to the general public Monday to Friday from 8am to 8pm, and Saturday and Sunday from 10am to 8pm. On Bank holidays the Soho Walk-in centre is open 10am to 8pm.

If you need to see a doctor closer to SOAS, and are willing to pay the fee to been seen privately, you can visit:

Gower Street Practice
20 Gower Street
London
WC1E 6DP
The Gower Street Practice currently charges 60 GBP per visit (January 2018). As stated previously, you will be asked to complete a Private Patient registration form. You are advised to keep all original receipts as proof of payment as your insurer may ask for a receipt or proof of purchase before they can pay your claim.

Ridgmount Practice
8 Ridgmount Street
London
Greater London
WC1E 7AA

Tel: 020 7387 6306

The Ridgmount Practice currently charges 80 GBP per visit (January 2018). You are advised to keep all original receipts as proof of payment as your insurer may ask for a receipt or proof of purchase before they can pay your claim.

London Doctor Clinic

15 Minute Private GP Consultation
The London Doctor Clinic (located in Kings’ Cross) offers a 15 minute private GP consultation which cost 55 GBP. This fee covers your consultation with a private GP and, if necessary, a referral to specialists. Same day appointment can be booked online https://www.londondoctorsclinic.co.uk/prices/

⚠️ Pre-sessional students (Visa for Pre-sessional programme only)

Once you have extended your Tier 4 Student visa to commence your main programme of study, you will then need to pay the Immigration Health Surcharge as part of your visa application and will then be entitled to free NHS treatment.
If you are entitled to NHS treatment (see above), the following services will be free of charge:

- consulting a local doctor (or General Practitioner (GP) as they are known in Britain) and most other GP services (e.g. visiting a clinic)
- treatment in a hospital (both emergency and non-emergency treatment)

You may need to pay for:

- medicines prescribed by your GP
- some GP services (e.g. vaccinations for travel, getting a sickness certificate) - ask your GP for details of costs
- dental treatment
- optical treatment

You can use the NHS website: [www.nhs.uk](http://www.nhs.uk) to find the following:

- doctor’s surgery
- dentist
- optician (for vision tests, glasses/spectacles, contact lenses etc.)
- and pharmacy (chemist’s)

### Registering with Your Local Doctor – (September starters)

As soon as you arrive in London, you should register with a local doctor, known as a General Practitioner (GP). **Do not wait until you are unwell.**

If you qualify for full NHS treatment (see definition above), you should registered with your local doctor (or General Practitioner (GP) as they are known in Britain) **as soon as you arrive in the UK.**

If you commence your studies at the start of the academic year (September), and have paid the immigration health surcharge, you can register at the:

Gower Street Practice  
20 Gower Street  
London  
WC1E 6DP

**Tel:** 0207 636 7628

Students can register providing that they live in a hall of residence that is located within one of the following postal districts:
EC1, N1, N4, N6, N5, N7, N16, N19, NW1, NW3, NW5, NW6*, NW8, SW1, SW3, SW5, SW6*, SW7, SW10*, W1, W2, W8, W9, W10*, W11*, W14*, WC1, WC2

You will need to complete the Registration form online http://www.gowerstreetpractice.org.uk/

Registering with Your Local Doctor - (students who commence their studies between January - August)

If you have paid the immigration health surcharge but you will be studying on ELAS for less than three terms, or will be studying on a Pre-sessional or Summer Programme, you will not be able to register at the Gower Street Practice.

Depending on where you live, you may be eligible to register with one of the below, which are located close to Dinwiddy House.

<table>
<thead>
<tr>
<th>Killick Street Health Centre -</th>
<th>Amwell Group Practice -</th>
<th>Ritchie Street Group Practice –</th>
<th>The Bloomsbury Surgery -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel: 020 7833 9939</td>
<td>Tel: 020 7837 2020</td>
<td>Tel: 020 7837 1663</td>
<td>Tel: 020 7837 8559</td>
</tr>
<tr>
<td>Killick Street Health Centre</td>
<td>Amwell Group Practice</td>
<td>Ritchie Street Group Practice</td>
<td>1 Handel Street</td>
</tr>
<tr>
<td>75 Killick Street</td>
<td>4 Naoroji Street</td>
<td>34 Ritchie Street</td>
<td>London</td>
</tr>
<tr>
<td>London</td>
<td>London</td>
<td>London</td>
<td>WC1N 1PD</td>
</tr>
<tr>
<td>N1 9RH</td>
<td>WC1X 0GB</td>
<td>N1 0DG</td>
<td></td>
</tr>
</tbody>
</table>

To locate a doctor close to where you live, you should use the http://www.nhs.uk/Service-Search then follow the steps to find your nearest doctors surgery.

You will need your postcode to perform this search.

To register at the Doctor’s Surgery or Health Centre close to where you live, you will need
- Your passport
- Evidence that you are a student (for example, your school letter or student card) and;
- Proof of your UK address (for example, accommodation contract or tenancy agreement).

To see a doctor at the Gower Street Practice

You must call 020 7636 7628 or go to reception to book an appointment. These are available 9.10-12.10 in the morning or 2.30 to 5.20 in the afternoon. Appointments are usually for 10 minutes but if you need more time you can request a double appointment.

Figure 18: Doctor cartoon clipart. Taken from Google images
If you are unwell and cannot wait for an appointment, there is a clinic for quick or urgent problems every morning 10.00 to 11.00. If this is busy you may need to wait a short while.

If you are unable to attend your appointment, please cancel it in advance so that it can be given to someone else.

**To see a nurse at the Central Institutions Health Service**

Appointments are available daily to see a nurse for dressings, cervical smear tests, suture removal, ear syringing, minor injuries, emergency contraception, free condoms, minor ailments etc. Alternatively, you can attend walk-in clinics 11.30 - 12.15 and 3.00 - 4.00 daily.

There also clinics for asthma, heart disease and diabetes. Please see reception for further information.

**Urgent problems**

If you are registered at Gower Street Practice and need medical advice urgently at night, the weekend, bank holidays or at any time they are closed, telephone either NHS Direct on 0845 4647 or HARMONI on 020 7530 5445.

**Life-threatening emergencies**

![999 Emergency](https://www.cumbriacrack.com/2017/06/28/nwas-attempting-999-tweets-999s-birthday/)

*Figure 19: Emergency telephone number. Taken from https://www.cumbriacrack.com/2017/06/28/nwas-attempting-999-tweets-999s-birthday/*

Emergency services: dial 999

If you need immediate medical assistance, for example, because of an accident, telephone 999. This call is free of charge. The operator will ask you which emergency service you need (Ambulance, Police or Fire). Please do not panic. Your call will be dealt with professionally and as quickly as possible.

If you need hospital treatment – emergency only (for accidents, not illness) – you can go to the Outpatient’s Department of University College Hospital on Gower Street. This is located at 235 Euston Road NW1 Tel 08451555000. **Note:** You should only use A&E Departments for emergency treatment for serious illness or injury.
Urgent medical concern

If you're worried about an urgent medical concern, call 111 and speak to a fully trained adviser.

![CALL 111](image)

**when it’s less urgent than 999**

Figure 20: Taken from [https://en.wikipedia.org/wiki/NHS_111](https://en.wikipedia.org/wiki/NHS_111)

The NHS 111 service is staffed 24 hours a day, 7 days a week by a team of fully trained advisers. They will ask questions to assess your symptoms and, depending on the situation, will then:

- give you self-care advice
- connect you to a nurse, emergency dentist or GP
- book you a face-to-face appointment
- send an ambulance directly, if necessary
- direct you to the local service that can help you best with your concern

Do you need to pay to see a Doctor?

If you are registered as a full NHS patient, you do not need to pay to see a doctor. However, if your doctor recommends a medicine, they may write a prescription for you. The prescription authorises a pharmacist to give you a specific medicine for your condition. You will be asked to pay a standard prescription charge for each item. The current prescription charge is £8.60 per item.

DENTIST

Registering with a doctor does not automatically mean that you have also registered with a dentist. It is advisable that you register with a dentist as soon as you arrive in the United Kingdom.

To locate an NHS dentist you need to access [www.nhs.uk](http://www.nhs.uk) and search for the nearest NHS dentist to your place of residence. Please note that you must register with a doctor before you can qualify for NHS treatment. Otherwise you will be charged the full cost (i.e. you will be charged as a private patient).
Check first whether they accept NHS patients, as sometimes dentist will only accept private patients and this will be much more expensive.

OPTICIANS
Regular eye tests can prevent sight loss. Eye tests and treatments are available at opticians and adults are normally advised to have a sight test every two years. The nearest optician to SOAS is located in the Brunswick Centre but these can be found all over London.

If you would like to see more information and a guide to keeping healthy, please access the UKCOSA website – [www.ukcosa.org.uk/images/health.pdf](http://www.ukcosa.org.uk/images/health.pdf)

![Vaccination](http://dhhs.ne.gov/publichealth/Immunization/Pages/Home.aspx)

Figure 21: Vaccination. Taken from [http://dhhs.ne.gov/publichealth/Immunization/Pages/Home.aspx](http://dhhs.ne.gov/publichealth/Immunization/Pages/Home.aspx)

**Meningitis Vaccination**

The UK Health Protection Agency recommends that all students coming into the UK should be vaccinated against ‘Meningococcal Meningitis’ before arriving. This is a precautionary measure and we highly recommend you do this. However, there is no legal requirement to do this before entering the UK.

If you are unable to get the vaccination in your country, then you should register with a Doctor on arrival to the UK and get a vaccination.

**TB (tuberculosis) SCREENING**

Tuberculosis (TB) screening is mandatory in certain countries before a visa will be issued outside the UK.

Nationals of will be required to show evidence that they are free of tuberculosis and have been screened (examined and checked) before applying for a visa outside the UK.

The test must be from a clinic approved by the Home Office. Unfortunately, the Home Office will not accept a tuberculosis test certificate from a clinic that they have not approved.

Further details, along with the TB test centres for individual countries, can be found on [https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk](https://www.gov.uk/tb-test-visa/countries-where-you-need-a-tb-test-to-enter-the-uk)
The only exceptions are children under 11 years old, diplomats and their families (but not other members of diplomats’ households, such as domestic staff), returning residents, and holders of certificates of entitlement. Your local British Embassy or British High Commission will have full details of TB testing in your country.

Don’t forget to bring copies of these certificates with you when you travel to the UK as you may need to show them to an Immigration Officer, if requested.

Other nationals of TB-endemic countries

Although it is not a requirement for all nationals of TB-endemic countries to be screened prior to arrival in the UK, some students will be required to undergo a TB screening on arrival in the UK. This can be a lengthy process, but you may be able to bypass this procedure if you already have a chest-x-ray with you in your hand-luggage.

We therefore suggest that you contact your British Embassy or British High Commission to find out a) whether you are likely to be screened on arrival in the UK and b) what the criteria are for a valid chest x-ray.

HOST

HOST is a network of people all over Britain who enjoy meeting international students and invite them to stay in their homes for a few days over a weekend or during the Christmas or Easter holidays.

This gives students the opportunity of seeing another part of Britain, meeting local people and experiencing the British way of life for a short time.

SOAS is a member of the HOST organisation so all international students can participate in the scheme. There is no charge for this service and the only cost will be for the journey to and from your host family.

For further information and an application form please visit the Host website on www.hostuk.org Please note that before your application can be processed by HOST it will need to be signed by the IFCELS Accommodation and Welfare Adviser or the SOAS Welfare Adviser.
IMMIGRATION MATTERS: Pre-departure

I am an EEA or Swiss national, do I need a visa to study in the United Kingdom of Great Britain and Northern Ireland (UK)?

If you are a British Citizen, a Swiss national or a member of the European Economic Area (see below) then you do not need permission (visa) to study in the United Kingdom.

If you have permanent residence in, but not citizenship of, any of these countries, you are not an EEA national.

Iceland, Liechtenstein and Norway are EEA member states, but they are not members of the European Union (EU). **These countries, nevertheless, have the same rights as EU citizens.**

**European Economic Area (EEA) and Swiss Nationals:**

<table>
<thead>
<tr>
<th>Austria</th>
<th>Greece</th>
<th>Norway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgium</td>
<td>Hungary</td>
<td>Poland</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>Iceland</td>
<td>Portugal</td>
</tr>
<tr>
<td>Croatia</td>
<td>Ireland</td>
<td>Romania</td>
</tr>
<tr>
<td>Republic of Cyprus</td>
<td>Italy</td>
<td>Slovakia</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>Latvia</td>
<td>Slovenia</td>
</tr>
<tr>
<td>Denmark</td>
<td>Liechtenstein</td>
<td>Spain</td>
</tr>
<tr>
<td>Estonia</td>
<td>Lithuania</td>
<td>Sweden</td>
</tr>
<tr>
<td>Finland</td>
<td>Luxembourg</td>
<td>Switzerland</td>
</tr>
<tr>
<td>France</td>
<td>Malta</td>
<td>United Kingdom (UK)</td>
</tr>
<tr>
<td>Germany</td>
<td>Netherlands</td>
<td></td>
</tr>
</tbody>
</table>

This information is correct as of May 2019.
As an EEA or Swiss national, what ID documentation do I need to bring with me to enrol?

- Passport or national identity card

Please also note that students with outstanding debts will not be allowed to enrol until the outstanding debt has been settled.

The rest of this information regarding visa procedures and requirements does not apply to EEA, EU or Swiss national so please continue to page 47.

Figure 23: Flags of the European Union. Taken from Google images

⚠️ Note: US and Canadian nationals do require a student visa to study in the UK
Applying for immigration permission before you travel to the UK

The UK Visas and Immigration (UKVI) make regular changes to the guidance it issues on student applications. If you do not fully meet all the requirements, or if you provide evidence which is not exactly what the UKVI asks for, it is likely that your application will be refused.

Important: It is your responsibility to apply for the correct visa before you enter the UK. The School takes no responsibility for a visa being denied at any point before, or during a programme.

If you have any questions regarding your student visa, please contact the IFCELS Accommodation, Visa and Welfare Adviser on Tel: +44(0)207 8984808 or email dl20@soas.ac.uk.

What's the difference between Tier 4 and Student Visitor/Short Term Student?

If you are coming to study for a short period at SOAS, University of London (6 months or under), you will normally be issued with a confirmation letter to enable you to apply for a Short-term Study Visa.

In cases where a student is planning to continue to another programme at SOAS or other UK institution without returning to their home country afterwards, a CAS may be issued so that you can apply for a Tier 4 General Student visa.

If you are coming to study a full-time course for 6 months or more at SOAS, University of London, you will need to apply for a Tier 4 General Student visa.

The application processes differ and the kind of permission you have when you are in the UK differs. The table on page 43-47 provides a side-by-side comparison of the two student immigration categories.
<table>
<thead>
<tr>
<th><strong>Tier 4 student Visa</strong></th>
<th><strong>Student Visitor/Short Term Student</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of programme you can enrol on</strong></td>
<td><strong>Full time programmes only</strong></td>
</tr>
<tr>
<td></td>
<td><em>(all our programmes at IFCELS are full-time)</em></td>
</tr>
<tr>
<td><strong>This visa is suitable for which programme of study at IFCELS?</strong></td>
<td><strong>Full time or part time</strong></td>
</tr>
<tr>
<td></td>
<td><em>(all our programmes at IFCELS are full time)</em></td>
</tr>
<tr>
<td>Foundation Diploma for Postgraduate Studies Programme (FDPS)</td>
<td><strong>Summer 3, 6 or 9 weeks</strong></td>
</tr>
<tr>
<td>Intermediate Certificate in Comparative International Studies (ICC) ICC plus</td>
<td><strong>Summer 3, 6 or 9 weeks Plus 1 term of ELAS</strong></td>
</tr>
<tr>
<td>English Language and Academic Studies Programme (ELAS) 2 or 3 terms</td>
<td><strong>you can normally take two terms on ELAS (September to March or January to June) with a Short- Term Student Visa</strong></td>
</tr>
<tr>
<td>If you are studying for six months or less on the Summer programme only or 6 months or less on the ELAS programme, we will not issue you with a CAS. Instead, you are advised to apply for a Short Term visa.</td>
<td><strong>Important:</strong> When applying as a short-term student, you must intend to leave the UK within 30 days of the end of your study (if it is before the date your immigration permission ends).</td>
</tr>
<tr>
<td></td>
<td>If you do not leave the UK within this time, it could affect any future immigration applications to the UK (such applications could be refused and a time-bar applied if the Home Office believes you exercised deception about your intention in your short-term student immigration application).</td>
</tr>
<tr>
<td></td>
<td>If your study (as stated in the letter you presented to the Home Office as part of your short-term student immigration application) continues until the date that your immigration permission ends, you must leave the UK no later than the date your immigration permission ends.</td>
</tr>
<tr>
<td></td>
<td><strong>You must therefore ensure that all programmes of study you intend to undertake are mentioned on your Short-Term Student visa letter.</strong></td>
</tr>
</tbody>
</table>
| **How long can you stay in the UK for** | The full length of your programme plus additional time will be granted before and after your programme. The additional time that will be granted is dependent on the length of your programme | The visa will be granted for 6 months (regardless of the length of the programme)  
When applying as a short-term student, you must intend to leave the UK within 30 days of the end of your study (if it is before the date your immigration permission ends). If your study continues until the date that your immigration permission ends, you **must** leave the UK no later than the date your immigration permission ends. If you applied for your immigration permission before 11 January 2018, you must intend to leave the UK at the end of your study or at the end of the date your permission ends, whichever is sooner. |
| **Can I extend this visa from within the UK** | Yes, but only if you meet the requirements (there must be no more than 28 days from the end of you visa and the start of your new course) | **NO**  
The Short -Term visa is not intended to be used for full time study. If you wish to study for longer than 6 months, you must apply for a Tier 4 (General) Student visa |
| **Will I be allowed to work in the UK** | If you are allowed to work in the UK, this will clearly be stated on your visa. Your visa will either state:  
- Work limited to 20 hrs p/w term time  
  **OR**  
- Work limited to max 10 hrs p/w during term-time  
Full time work is permitted during your holidays  
From the 6 April 2017, the Home Office will define a working week as a seven day period starting on a Monday.  
This means that during term-time, FDPS students with Tier 4 immigration permission will be able to | **No work allowed (whether paid or unpaid)** |
<table>
<thead>
<tr>
<th>Can I get this immigration permission at the airport?</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, but only if you are a ‘non-visa national.’ Those holding a passport from Argentina, Australia, Brazil, Canada, Chile, Croatia, Honduras, Hong Kong, Israel, Japan, Malaysia, Mexico, New Zealand, Panama, Paraguay, South Korea, Taiwan, Tibet, Uruguay or USA are considered non-visa nationals. <strong>Please note that this list is subject to change.</strong></td>
<td></td>
</tr>
<tr>
<td>To apply for a Tier 4 (General) student visa for your programme at SOAS from your home country (or country of residence) you first need to find your local British Embassy or Visa Application Centre. You can do this on the <a href="https://www.gov.uk">GOV.UK website</a>.</td>
<td></td>
</tr>
<tr>
<td>You can apply free of charge in the UK (at the airport), in which case you must carry with you in your hand luggage all the documents you would otherwise have submitted with an entry clearance application, for example the letter from SOAS, financial evidence such as bank statements which demonstrate how you will pay for your studies/living costs, and information about your accommodation in the UK, if it has already been arranged.</td>
<td></td>
</tr>
</tbody>
</table>
### Arriving via the Republic of Ireland, Isle of Man, Jersey or Guernsey

Do not travel to the UK via the Irish Republic, Isle of Man, Jersey or Guernsey. You may not be given an entry stamp if you do so as there is no immigration control at your UK arrival point. You should therefore apply for UK entry clearance (a visa) as a Short-Term student in your home country before travelling.

If you are a ‘visa national’ you cannot apply for permission to enter the UK as a Short Term Student at the airport. You must apply at the embassy or the visa application centre. See [https://www.gov.uk/study-visit-visa/overview](https://www.gov.uk/study-visit-visa/overview)

| Can I use the National Health Service? | Yes, but only if your course is longer than six months and you have paid the National Health Service surcharge (see page 28). If your course is less than six month, You should take out private health insurance | No, you should take out private health insurance |
Do you have a sample copy of the visa?

Visa issued to Short Term students using the online application system

We are waiting for the Home Office to provide us with a sample copy of what the entry clearance sticker will look like. Although not yet confirmed, the visa is likely to state under remarks

C: VISIT – SHORT TERM STUDENT

Visa issued to Short Term students at the port of entry (airport)

You will receive further, more detailed immigration information with your offer letter.
SOAS is a member of International Students House (ISH) and all students are entitled to use the facilities they offer. ISH is situated about 10 minutes’ walk from SOAS and is open 365 days a year.

Membership entitles students to make use of the facilities which include bars, study rooms, sports clubs and societies, discos, a cybercafé and cinema. In addition, there are outings to places of interest in Britain and a wide range of lectures and additional activities during the holidays.

ISH also has some student accommodation – those students interested in this must apply early as it is a very popular student residence. Contact details are as follows –

International Students House
229 Great Portland Street, London, W1N 5HD
E-mail: general@ish.org.uk
Website: www.ish.org.uk

INSURE YOUR POSSESSIONS

We recommend that you take out insurance to cover loss, theft or damage to your belongings such as; cameras, computers, tablets, iPods, mobile phones, bicycles, passport, clothes, etc. If you have not done this before you arrive in the UK, you can get a quote from Endsleigh insurance.

This company specialises in low cost insurance for students but please note that Endsleigh is not the only Insurance Company covering students and others may have more competitive rates. It is advisable to spend some time on the Internet to search for the best deals.

The following information may be of use to you –
<table>
<thead>
<tr>
<th>Company</th>
<th>Logo</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endsleigh Insurance</td>
<td><img src="endsleigh.png" alt="endsleigh" /></td>
<td><a href="http://www.endsleigh.co.uk">http://www.endsleigh.co.uk</a></td>
</tr>
<tr>
<td>Intasure</td>
<td><img src="intasure.png" alt="intasure" /></td>
<td><a href="http://www.intasure.com/">http://www.intasure.com/</a></td>
</tr>
<tr>
<td>Home Protect</td>
<td><img src="HomeProtect.png" alt="HomeProtect" /></td>
<td><a href="http://www.homeprotect.co.uk/students">http://www.homeprotect.co.uk/students</a></td>
</tr>
<tr>
<td>Direct Line</td>
<td>![direct line](direct line.png)</td>
<td><a href="http://www.directline.com/home-insurance">http://www.directline.com/home-insurance</a></td>
</tr>
<tr>
<td>Sainsbury’s Bank</td>
<td>![Sainsbury's Bank](Sainsbury's Bank.png)</td>
<td><a href="http://www.sainsburysbank.co.uk">http://www.sainsburysbank.co.uk</a></td>
</tr>
<tr>
<td>Tesco’s Bank</td>
<td>![TESCO Bank](TESCO Bank.png)</td>
<td><a href="http://www.tescobank.com/personal/finance/insurance">http://www.tescobank.com/personal/finance/insurance</a></td>
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<td>Churchill</td>
<td><img src="churchill.png" alt="churchill" /></td>
<td><a href="http://www.churchill.com">http://www.churchill.com</a></td>
</tr>
<tr>
<td>Swiftcover</td>
<td><img src="swiftcover.png" alt="swiftcover" /></td>
<td><a href="https://secure.swiftcover.com">https://secure.swiftcover.com</a></td>
</tr>
</tbody>
</table>

LETTERS

During and after your studies you may be required to obtain official documents from the School to prove your student status. You can obtain a Student Status Letter by completing the required request form and submitting this to F204.

**Pre-sessional students**- Please request your Student Status letter from the Student Hub in Senate House, North Wing block.

MAPS AND DIRECTIONS

**(FINDING YOUR WAY)**

If you are staying at Dinwiddy House, Paul Robeson’s House or one of the Inter-Collegiate Halls, the maps below will help you to find your way to the main campus. If you are staying elsewhere, the nearest tube stations are either Goodge Street or Russell Square.

**MAPS OF SOAS AND SURROUNDING AREA**

Address: SOAS, University of London, 10 Thornhaugh Street, Russell Square, London, WC1H 0XG
PAYING YOUR IFCELS TUITION FEES

Your tuition fees must be paid in full before the first day of your programme. Failure to pay your fees in full will mean that you will not be allowed to attend classes.

You would have received an invoice from IFCELS showing how much money you need to pay.

**Online by debit or credit card**
This is the quickest, most efficient way to pay.
Just go to [https://studentpayments.soas.ac.uk/MPW/](https://studentpayments.soas.ac.uk/MPW/)
We can take Visa, Mastercard, Eurocard, Switch, Maestro, Solo and Delta cards. You will need your 6-digit student ID number.
Make sure you keep your confirmation email as your receipt of payment. Please also send a copy of this receipt to ifcels-finance@soas.ac.uk
If you have any questions about your online payment email: ifcels-finance@soas.ac.uk

**Banker's draft**
Make your banker's draft payable to SOAS, write your full name and 6-digit student ID number on the back, and send it to

C/O Gita Peltier (Finance Officer)
IFCELS Department
Thornhaugh Street
Russell Square
London WC1H 0XG

**Bank transfer**
There are several simple but important steps involved with paying by bank transfer.

**Step 1.** Use the account details below to make your bank transfer. Make sure the bank transfer request includes your full name and your 6-digit student ID number. (If you’re paying from a non-UK bank make sure you pay in GBP so we get the correct amount. If you pay by bank transfer from a non-UK bank, your bank might charge you extra, so make sure you allow for that.)

NatWest Bank plc
94 Moorgate
London
EC2M 6XT
Account number: 08622655
Sort code: 56-00-23
Account holder: School of Oriental and African Studies (SOAS)
Swift number: NWBKGB2L
IBAN: GB77NWBK56002308622655 (International Bank Account number)

**Step 2.** Then, to allow us to locate your payment, make sure you email us with your bank’s name, the amount you paid, account holders name, date of transfer, your name, and your 6-digit student ID number along with a copy of the bank draft. **Send this information to ifcels-finance@soas.ac.uk.**

**Step 3.** We should receive the payment at least 14 days before enrolment to give us enough time to process it. Either print off the online bank transfer confirmation or ask your bank to give you proof of the transaction for your records (and in case we need to see proof that you paid).

Please do not deposit money at a bank branch directly into the School's account as we won’t be able to trace it.

**If you are sponsored by a funding or government body**
You should email: ifcels-finance@soas.ac.uk with proof that your tuition fees will be paid and with contact details of the funding body. If the sponsorship is not confirmed before the start of the academic year then please bring that information with you to enrolment.

Please note that if your sponsor does not pay, you are responsible for paying your tuition fees. If you have any queries regarding payment, please contact the IFCELS Finance, Admissions and Examinations Officer by e-mail (ifcels-finance@soas.ac.uk), or by telephone on 020 7898 4812.
POLICE REGISTRATION

Certain nationalities, and their dependants over 16 years old, are required to register with the police. If this applies to you it will be shown on your Visa sticker or your Identity Card for Foreign Nationals as “Register/report to Police within 7 days of arrival”. You must register, even if your programme does not start until a few days/weeks after you have entered the UK).

IMPORTANT *** There is usually a special arrangement for registration with the police at the start of the academic year (i.e. students who are commencing their studies in September)***

Students who commence their course in the middle of the academic year should follow the instructions below!

We will, of course, keep you informed of any changes to the registration process and will provide you with further information when you arrive.

How to register

1. Visit the Overseas Visitor Records Office (OVRO) at http://www.met.police.uk/overseas_visitors_records_office

2. Complete the online form which you can access from the right-hand side of the OVRO website under ‘Related Publications”. You must ensure that you complete the form electronically;

3. Print off this document (we strongly recommend that you save this to your pc and print a couple of copies of the form) and sign in the box at the bottom;

4. Attach one passport style photograph to the top right-hand corner of the form (the nearest photo-booth is at University of London Union, Malet Street, London, WC1E 7HY). DO NOT staple the photo-you must glue it to the form in the relevant place;

What do I need to bring when I register?

- Your passport;
- Your visa/Biometric Residence Permit (BRP);
- Your Home Office letter showing your requirement to register with the Police;
- Payment of £34 (registration fee)- cash or credit /debit card payment only;
- Your completed OCR Registration Proforma with your photograph attached (do not staple the photo).

***Your registration will not be processed if you do not supply all of the above documents.***
Where do I register?

Overseas Visitors Records Office (OVRO)
323 Borough High Street, London SE1 1JL

Opening times: 09.00 - 4.00pm
(Monday, Tuesday, Wednesday and Friday excluding Thursdays and Bank Holidays)

24 Hour - Recorded information line - 020 7230 1208

How to get to OVRO:

- **From London Bridge Station:**
  15 minute walk in the direction of Elephant & Castle.

- **From Borough Underground Station:**
  On exiting the station - turn right. OVRO is a 5 minute walk in the direction of Elephant & Castle on the opposite side of the road.

- **Buses from London Bridge:** 133, 35, 40 & (343 from Tooley Street)
Warning: The requirement to register with the police is a condition of entry or stay and so failure to comply has serious consequences. Failure to register with the police, if required to do so, is a criminal offence and could lead to prosecution. It could also result in future entry clearance refusals and leave to remain applications will not be considered if an applicant has failed to comply with the requirement to register with the police.

After you have registered

You will be given a Police Registration Certificate (PRC).

You should keep your registration document in a safe place as you will need to submit this when you next apply to extend your visa. You are also required to inform the police every time you change your address – there is no additional charge for this but once again, failure to comply will have serious consequences on any future visa application you make.

Any changes in your circumstance will need to be reported to OVRO at the address shown above and your Police Registration Certificate updated accordingly. However, any change of residential, business or school address can be reported to your local police station.

Change Notifications

- Any change of residential address must be reported to the nearest police station or the above office not later than 7 days of the change
- Any change of school, college or university should also be reported to any police station or the PEO within 8 days of the change
- Any other changes, including change of name, nationality, passport/travel document or marital status must be reported to PEO office within 8 days of the change. You must bring the appropriate documentation for examination, for example original marriage certificate and/or Home Office letters.
# PROGRAMME DATES

<table>
<thead>
<tr>
<th>Undergraduate Foundation Programme (ICC)</th>
<th>Pre-Master’s Programme (FDPS)</th>
<th>English Language and Academic Studies Programme (ELAS)</th>
<th>Pre-sessional</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dates 2019-20</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICC: Tuesday 17 September 2019 - Friday 26 June 2020</td>
<td>Wednesday 18 September 2019 - Friday 26 June 2020</td>
<td>Summer Term 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Term Dates</strong></td>
<td>Teaching dates: 29 April-5 July</td>
<td>Teaching dates: 29 April-5 July</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer Vacation Term (ICC Plus)</strong>: 29 July - 6 September 2019</td>
<td>No Reading Week</td>
<td>No Reading Week</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Introductory Course</strong>: 17 - 24 September 2019</td>
<td><strong>Autumn Term 2019</strong></td>
<td><strong>Autumn Term 2019</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Autumn Term</strong>: 30 September - 13 December 2019 (Reading Week: 4 - 8 November)</td>
<td>Orientation for new students: 24-25 September</td>
<td>Orientation for new students: 24-25 September</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Term</strong>: 6 January - 20 March 2020 (Reading Week: 10 - 14 February)</td>
<td>Teaching dates: 30 September-13 December</td>
<td>Teaching dates: 30 September-13 December</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer Term</strong>: 20 April - 26 June 2020 (No Reading Week)</td>
<td>Reading Week: 4-8 November</td>
<td>Reading Week: 4-8 November</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring Term 2020</strong></td>
<td><strong>Summer Term 2020</strong></td>
<td><strong>Summer Term 2020</strong></td>
<td></td>
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<tr>
<td>Orientation for new students: 6 January</td>
<td>Orientation for new students: 6 January-20 March</td>
<td>Orientation for new students: 6 January-20 March</td>
<td></td>
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</tr>
<tr>
<td>Teaching dates: 6 January-20 March</td>
<td>Reading Week: 10-14 February</td>
<td>Reading Week: 10-14 February</td>
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<tr>
<td><strong>Summer Term 2019</strong></td>
<td><strong>Summer Term 2019</strong></td>
<td><strong>Summer Term 2019</strong></td>
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<tr>
<td>Orientation for new students: 12-Week Pre-sessional Course: Friday, 28 June - Friday, 20 September</td>
<td>Orientation for new students: 8-Week Pre-sessional Course A: Friday, 28 June - Friday, 23 August</td>
<td>Orientation for new students: 8-Week Pre-sessional Course B: Friday, 26 July - Friday, 20 September</td>
<td></td>
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</tr>
<tr>
<td><strong>Block 1</strong></td>
<td><strong>Block 2</strong></td>
<td><strong>Block 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 July - 26 July</td>
<td>29 July - 16 August</td>
<td>19 August - 6 September</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SCHENGEN VISA

TRAVELING AROUND EUROPE

Whilst studying at SOAS you may wish to travel to Europe for a short holiday during your vacation. If you plan to travel to Europe and you are not an EEA national, you may need to apply for a visa.

A Schengen visa allows the holder to travel freely in 26 European countries known as the Schengen space. This means you do not have to get a separate visa for each country. Below is a list of the countries which participate in the Schengen Scheme.
Please go to http://embassy.goabroad.com/ to find the embassy or consulate of the country you wish to visit. Non-EEA nationals who need a visa and who want to visit one or more countries within the Schengen Space should apply for a Schengen Visa from:

a) The embassy or consulate of the country in which they plan to spend all or most of their time; or
b) The embassy or consulate of the country they will go first, if they plan to spend the same amount of time in several different countries participating in the scheme.

Details of the application form, fee and supporting documents can be found on the embassy’s or consulate’s website. In addition, please also request an enrolment letter from Delia in room F204/F205 as you will need this to support your visa application.

STUDENT UNIONS

The SOAS Student Union offers a variety of services including bar, shop, entertainment, sports, societies and welfare. At the beginning of the academic year, in September, the Student Union holds a ‘Freshers Fayre’. All new students are invited to attend this event where you can find out about the Student Union and the clubs and societies on offer. There is a wide range of societies and sports groups, catering for all tastes, such as South Asian Music and Dance, Nippon Kempo Club, Drama Society, China Society and many more.

As a SOAS student union member you gain access to the student union’s activities and benefit from a wide range of discount offers on music, cinema, theatre and shopping. The SOAS student union is an essential part of University life, offering you the opportunity to actively get involved in many ways. For more information please see www.soasunion.org

Figure 25: SOAS Student Union Poster.
Taken from https://issuu.com/soassu/docs/soas_s.u_handbook_2012-13

UNIVERSITY OF LONDON UNION (ULU)

Once you have joined the SOAS Student Union you can then become a member of the University of London Union which offers further services such as a gym, swimming pool, sports clubs and societies. ULU also holds a ‘Freshers Fayre’ which you are welcome to and encouraged to attend.

For more details please see ULU website – www.ulon.ac.uk
SOAS INFORMATION/DIARY BULLETIN

Every week SOAS produces a list of seminars, lectures and talks that take place within SOAS, most of which are available to all students. These are presented by both SOAS Academic Staff and visiting lecturers from other Universities. Talks are given on a wide range of subjects and a listing for each week can be found in the Reception area of the main SOAS building.

TRAVELLING FROM THE AIRPORT TO CENTRAL LONDON

Figure 26: Travel information.
Taken from http://www.theadvocateproject.eu/conference/travel_info.html
MEET AND GREET SERVICE

You may want to consider the option of booking a meet and greet service from the airport. A driver will meet you on arrival and drive you to your chosen destination. This is a quick and convenient method of travelling from the airport to your place of residence. The service can be arranged through Hosts International Ltd. To book please see www.hosts-international.com or the service can be booked by email: info@hosts-international.com.

The service is payable in advance by credit/debit card or bank transfer. Please book at least one week before travelling to the UK.

TRAVELLING USING PUBLIC TRANSPORT

![Heathrow Airport](http://eveningharold.com/2013/05/22/village-looks-to-get-name-attached-to-heathrow-airport/)

Figure 27: Heathrow Airport.
Taken from http://eveningharold.com/2013/05/22/village-looks-to-get-name-attached-to-heathrow-airport/

Travelling from HEATHROW AIRPORT to Dinwiddy House and Paul Robeson House

**Train**

The Heathrow Express is a 15-minute non-stop train from Heathrow to Paddington Station in West London. The cost for a single ticket is around £25.00 if travelling during our peak times (7am - 10am or 4pm - 7pm Monday - Friday) or £22 if travelling during off-peak times (March 2019). If you don't have time to buy your ticket before boarding, you can get a full fare ticket on board. Please note that a £5 surcharge applies for Express Class customers (from the ticket machine/office fare). Alternatively, you may be able to book your tickets online for a cheaper rate. Please go to https://www.heathrowexpress.com/tickets-deals/prices-fares from Paddington the easiest way to
complete the journey is by taxi especially if you have a lot of luggage. There is a taxi rank at Paddington and the fare should be around £17.00 - £24.00 (if travelling in the evening before 22:00). If you wish to complete the rest of the journey by underground/tube, you can travel direct from Paddington to Kings Cross on the Circle Line. Please check www.tfl.gov.uk for up to the minute transport information.

‘Tube’ (Underground/Subway/Metro)

From Heathrow there is a direct route on the Piccadilly Line which goes straight through to Kings Cross which is the nearest station to the SOAS residences (Dinwiddy House/Paul Robeson House). The journey takes approximately 60 minutes and costs (see below)

<table>
<thead>
<tr>
<th>Fares</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Oyster</strong></td>
<td><strong>Peak: £5.10</strong> Monday to Friday from 0630 to 0930.</td>
</tr>
<tr>
<td><strong>Contactless</strong></td>
<td><strong>Off Peak: £3.10</strong> At all other times including public holidays.</td>
</tr>
</tbody>
</table>

Once at Kings Cross you will need to go to Pentonville Road which is outside the station and then walk uphill. It is approximately a 5 minute walk before you reach Dinwiddy House. Paul Robeson House is a further 2 minute walk and is located on Penton Rise just off Pentonville Road.

The first and last trains to and from Heathrow are shown below. Train times and fares are subject to change – please confirm using the [Transport for London website](http://www.tfl.gov.uk) or call +44 (0)343 22 1234 before travelling.

**Night Tube**

- Five Tube lines run a 24-hour service on Fridays and Saturdays: Victoria, Central, Jubilee, Northern and Piccadilly lines. The London Overground operates 24 hours on Fridays and Saturdays between New Cross Gate and Dalston Junction (not including Whitechapel).
- Standard off-peak fares apply on the Night Tube.
- Many bus routes also run 24 hours on Friday and Saturday, with some running seven days a week.

The Piccadilly Line now operates a 24-hour service on Fridays and Saturdays, with night trains to and from Terminals 2, 3 and 5 on average every 10 minutes. There is no service on the Terminal 4 loop, or between Acton Town and Uxbridge.
First and last trains to central London

<table>
<thead>
<tr>
<th>Station</th>
<th>First train</th>
<th>Last train (excluding Fridays and Saturdays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terminals 1, 2 and 3</td>
<td>First departure towards.. • Cockfosters 05:12</td>
<td>Last departure towards.. • Cockfosters 23:45 • Hammersmith (Dist &amp; Picc Line) 00:03 • Acton Town 00:21</td>
</tr>
<tr>
<td>Terminal 4</td>
<td>First departure towards.. • Cockfosters 05:02</td>
<td>Last departure towards.. • Cockfosters 23:25 • Arnos Grove 23:35 • Northfields 23:53 • Heathrow Terminals 1-2-3 00:09</td>
</tr>
<tr>
<td>Terminal 5</td>
<td>First departure towards.. • Cockfosters 05:23</td>
<td>Last departure towards.. • Cockfosters 23:42 • Hammersmith (Dist &amp; Picc Line) 00:00 • Acton Town 00:18</td>
</tr>
</tbody>
</table>

* Change at Heathrow Terminals 2 and 3

**The Heathrow to London Bus (National Express & Easy Bus)**

There is also a National Express Bus Service which runs 3 or 4 coaches an hour to Victoria Coach Station in central London. The service operates between the hours of 7.00am and midnight, and buses leave from Heathrow Coach Station, which is signposted at the airport and is located between Terminals 1, 2 and 3, above the Underground Station. A single adult fare normally costs around £7.50 (March 2019) and the journey takes about 45 minutes, depending on traffic conditions. When you arrive at Victoria you can either take the Underground train/tube to Green Park, on the Victoria Line, and then change onto the Piccadilly Line to Kings Cross, or you can get a taxi directly to the hall of residence (this should cost you no more than about £24.00). Please note that the price can be slightly higher if you will be travelling after 22:00.
Ensure you use a registered (black cab) taxi. For further information on National Express services see http://www.nationalexpress.com or telephone +44 (0) 870 580 80 80.

**Thameslink Train**

The easiest way from Gatwick is to take a train to Kings Cross Thameslink which is situated on Pentonville Road and is a two minute walk from the main Kings Cross Station. Kings Cross Thameslink is a 5 minute walk, along Pentonville Road, to Dinwiddy House and Paul Robeson House. A single journey cost between £17.70 - £21.00 (March 2019) and takes approximately 50 minutes. During peak hours (8am-9pm) trains run every 15 minutes.

Alternatively, you can catch the Gatwick Express to Victoria station. The journey takes approximately half an hour, and the trains run approximately every fifteen minutes. The cost for a single journey is about £17.80 (March 2019) on the Gatwick Express train (cheaper if purchased online). When you arrive at Victoria you can either take the underground train/tube to Green Park, on the Victoria Line and then change onto the Piccadilly Line to Kings Cross or you can get a taxi directly to the hall of residence (this should cost you no more than about £24.00).

Ensure you use a registered (black cab) taxi. Please check www.tfl.gov.uk for up to the minute travel information

**The Gatwick to London Bus**

There is a National Express Bus Service which runs an hourly service from both the North and South Terminals to Victoria Station in Central London. A single adult fare normally costs around £8.00 (March 2019). However, if you book in advance,
you might be able to find a cheaper fare. When you arrive at Victoria you can either take the underground train/tube to Green Park, on the Victoria Line and then change onto the Piccadilly Line to Kings Cross or you can get a taxi directly to the hall of residence (this should cost you no more than about £24.00). Ensure you use a registered (black cab) taxi. Please check www.tfl.gov.uk for up to the minute travel information.

For further information on National Express services see http://www.nationalexpress.com or telephone 0870 580 80 80.

![Figure 30: easyBus. Taken from http://mis.easygroup.co.uk/archive/e-shots/easyBus/April10/index.html](image)

**The easyBus Gatwick Airport South Terminal**

The easyBus Gatwick Airport bus to central London runs direct to London Victoria Coach Station, in just 1 hour and 50 minutes. A single adult fare normally costs £7.99 (March 2019) see promotion for special offers.

When you arrive at Victoria you can either take the Underground train/tube to Green Park, on the Victoria Line, and then change onto the Piccadilly Line to Kings Cross, or you can get a taxi directly to the hall of residence (this should cost you no more than about £24.00). Please note that the price can be slightly higher if you will be travelling after 22:00. Ensure you use a registered (black cab) taxi.

For further information on National Express services see http://www.nationalexpress.com or telephone + 44 (0) 870 580 80 80.

**The easyBus Gatwick Airport North Terminal**

The easyBus Gatwick Airport bus also runs direct to London Victoria Coach Station and to London/ West Brompton/ Earl’s Court. A single adult fare normally costs between £7.99 and £10.99 (March 2019) see promotion for special offers.
When you arrive at Victoria you can either take the Underground train/tube to Green Park, on the Victoria Line, and then change onto the Piccadilly Line to Kings Cross, or you can get a taxi directly to the hall of residence (this should cost you no more than about £24.00). Please note that the price can be slightly higher if you will be travelling after 22:00. Ensure you use a registered (black cab) taxi.

If you choose Earl’s Court, you can take the Piccadilly Line towards Cockfosters Underground Station or Piccadilly Line towards Arnos Grove Underground Station when you arrive (A single adult fare normally costs between £2.40 if you purchase an adult oyster card at Earl’s Court or £4.90 for cash payment). Your final stop is Kings Cross. Once at Kings Cross you will need to go to Pentonville Road which is outside the station and then walk uphill. It is approximately a 5 minute walk before you reach Dinwiddy House. Paul Robeson House is a further 2 minute walk and is located on Penton Rise just off Pentonville Road.

For further information on The Easy Bus services see [http://www.easybus.co.uk](http://www.easybus.co.uk)
TRAVELLING AROUND LONDON

18+ Student Oystercard

If you are studying on a single full-time course for at least 14 weeks, you are eligible to apply for an 18+ Student Oystercard, subject to availability. Please note that students studying on the following: one term of ELAS, IFCELS Summer and the IFCELS Pre-sessional programme are not eligible to apply for this card.

The 18+ Student Oyster card will give you a 30% discount on weekly or monthly Travel cards for use on the buses, underground, Docklands Light Railway and Thameslink. (Please note that the card cannot be used for reductions on one-day Travel cards).

How and when to apply

Please note that you are not eligible to apply for this card until after you have completed the enrolment process (i.e. enrolment involves filling out an enrolment form, submitting your passport and visa (if applicable), and paying your course fees at your scheduled face-to-face enrolment session). If you apply before you have fully enrolled, you risk your application being rejected and losing your application fee.
Once you have enrolled, you will need to apply online [https://photocard.tfl.gov.uk/tfl/showLogon.do](https://photocard.tfl.gov.uk/tfl/showLogon.do) and select the option to apply for an 18+ student oyster photocard.

**Step 1**

**Create a web account**

You'll need to create a web account before you can apply for an Oyster photocard.

To create a web account, you will need to provide an active email address, your name, address, date of birth and phone number.

Once the web account has been created, you’ll be able to apply online for an Oyster photocard. You must then sign into your account

**Step 2**

**Documents**

- SOAS ID number
- Credit or debit card to pay the £20.00 application fee to Transport for London (TFL)
- You need to know your London address
- A passport-sized photograph which you can upload to your application

Once you have registered with Transport for London (TFL) and have enrolled on your programme, the IFCELS Accommodation, Visa and Welfare Adviser will validate your application and your student photocard will be sent to your UK address with 2 weeks from this date. Please ensure that you include your full UK address; including your room/house number.

Further information will be available from the IFCELS Accommodation and Welfare Adviser when you arrive at SOAS.

For more details on travel in London please see the Transport for London website – [www.tfl.gov.uk](http://www.tfl.gov.uk)

**If you're 16 or 17**

Your parent/guardian can apply for a 16+ Oyster photocard for you, which will allow you to travel at reduced rate on all TfL services.
If you were still 18 on 31 August before the start of the academic year (September)

- And are in full-time education (a single course of study that last 14 weeks or more)
- And live in a London borough
- A £20 application fee is applicable

You may be eligible for a 16+ Oyster photocard which gives free travel on buses and trams in addition to reduced rates on other services. An application form can be obtained at certain Post Office Branches. The application form must be signed and stamped by Delia in room F205.

**Not all SOAS students are eligible for a Student Oyster Card. According to the TFL website, I am not eligible to apply for this card. What are my options?**

**Adult Oyster Card**

![Image of Oyster Card](Figure 33: Adult Oyster Card. Taken from Google images)

Oyster is generally the easiest and cheapest way to travel on public transport in London. Oyster cards can be purchased from any London Underground station or from your local corner shop or newsagent.

The deposit is refunded only on surrender of the card to TfL, primarily to a London Underground station.

You can buy **One Day Travelcards** which cost between £12.00 (zone 1-2) during off-peak hours (off peak fares apply from 09.30 Monday to Friday and all day on Saturday, Sunday and Public holiday or when used before 4.30 am the following morning).

**Pay as you go**

You can put money on your Oyster card and then use it as pay as you go credit to pay for journeys on bus, Tube, tram, DLR, London Overground and most National Rail services within London.

Pay as you go credit on your Oyster card never expires - it stays there until you use it. Once you’ve used up your credit, simply top it up to use again. If you don’t use up all of your pay as you go credit you can get it refunded at a Tube station ticket office.

**Is capping cheaper than buying One Day Travelcards?**
Capping is a feature of pay as you go which allows you to make a number of journeys in a single day but limits the amount you pay for your travel. Each time you make a journey in that day, you are charged a fare. Once the total amount of all your fares reaches a certain amount you won't have to pay any more for your journeys for the rest of the day. This is called a cap.

If you make a lot of rail journeys or a mixture of rail, bus and tram journeys in one day, daily capping is usually better value than buying a Day Travelcard. Adult rate travelcards -Capping Fares (January 2018)

If you are likely to be making a number of journeys every day, we recommend that you buy a Weekly or Monthly Oyster Travelcard. They allow you unlimited travel within certain zones. Prices for such travel passes are as follows:

**Contactless Payment Cards (card issued in the UK)**

If you have a credit, debit or charge contactless payment card that has been issued in the UK and displays the contact less payment symbol, you should be able to use it on buses to pay for single journeys. Important - you can only pay for one person per journey with a contactless payment card

![Oyster Card](http://www.freetoursbyfoot.com/should-i-buy-the-oyster-card-or-travelcard/)

You use it just like an Oyster card, just touch the card on the bus card reader (as shown in the image on the left) when you board the bus. The passenger display on the driver’s ticket machine will confirm your card has been charged.
TRAVELLING AROUND THE UK

If you wish to travel further out of London or to other parts of England, Scotland and Wales you will probably need to take a train from one of the mainline stations (Euston, Kings Cross, Liverpool Street, Marylebone, Paddington, St Pancras, Victoria or Waterloo). You can get information at Travel Centres at these stations or you can phone National Rail Enquiries (0845 7484950) who can give you information about train times and fares.

If you plan to travel around the UK you may like to consider a Young Person’s Railcard – this is available to all full time students under the age of 26. It allows you a third off the price of a train fare, including One Day and Weekend Travelcards (not weekly or monthly Travelcards). You need to get an application form from a station (Euston is the closest national rail station to SOAS), 2 passport photographs and proof that you are a student.

For more information please see http://www.youngpersons-railcard.co.uk/what-is-a-young-persons-railcard

TV LICENCE

Figure 35: TV. Google Clipart. Taken from Google images

If you watch live TV on your television, laptop, mobile phone, computer, tablet, games console, digital box, DVD/VHS recorder, or any other device, you will need to buy a TV Licence.
To get a licence, ask for a TV licence application form at any post office. For further information regarding TV licence, please go to http://www.tvlicensing.co.uk

WITHDRAWAL

Before withdrawing permanently from a course of study, you are advised to meet with your Programme Tutor and/or your Programme Head to discuss the options available to you. If you are on a Tier 4 Student visa, you are strongly advised to also discuss this with the IFCELS Visa Adviser. It may be more appropriate for you to interrupt your studies instead.

Students wanting to withdraw from their programme should complete the IFCELS Withdrawal Form (available on request).

Please complete the form fully including the reason(s) for withdrawal. Please note that any incomplete forms may delay processing your withdrawal from your course.

After the form is received, you might be contacted a member of staff to confirm and discuss your decision. Subsequently, the form will be submitted for processing and you will receive an email confirmation of your withdrawal at your SOAS email address, normally within 3-5 working days.

Students living in Halls of Residence should also discuss their intention to withdraw from their programme with the Residential Services Office, as a withdrawal will have implications upon their right to continue to live in the hall.

If you have been issued with a Student Oyster Card, you would no longer be eligible for this once your withdrawal has been processed.

WORKING IN THE UK & NATIONAL INSURANCE NUMBER

Most Tier 4 (General) students have immigration permission which allows them to work in the UK. The hours and type of work you can do are restricted and depend on when you made your most recent application for immigration permission and, in some cases, the type of course you are studying.

It is essential that you check your Student Visa or contact the Home Office if in doubt.

If you are allowed to work in the UK, this will clearly be stated on your visa. Your visa will either state:

- Work limited to 20 hrs p/w term time OR
• Work limited to max 10 hrs p/w during term-time

IMPORTANT NOTE

You must make sure that you comply with any restrictions which apply to you. This is because the Home Office (the UK Government department which is responsible for immigration) treats working in breach of your conditions very seriously. It can refuse your immigration application or remove you from the UK if you work too many hours or if you do work which you are not allowed to do.

Please also remember that in order to satisfy the requirements of your Student Visa; you must be able to show that you have sufficient funds to support yourself. You must not rely on earnings from part-time work to live on whilst you are in the UK.

Check your BRP to make sure that you have been given the correct working conditions. If you think the Home Office has made a mistake (for example your BRP says work prohibited), you may be able to get this amended.

Changes to the immigration rules from 6 April 2017

The government have published their statement of changes due to come into effect on the 6 April 2017. The following changes will affect SOAS students:

Definition of a working week - from the 6 April 2017, the Home Office will define a working week as a seven day period starting on a Monday. This means that during term-time, FDPS students with Tier 4 immigration permission will be able to work a maximum of 20 hours in the seven day period from Monday to Sunday. ICC and ELAS students with Tier 4 immigration permission will be able to work a maximum of 10 hours in the seven day period from Monday to Sunday.

If you find part-time work, you will need to apply for a National Insurance number. National Insurance is paid by people working in the UK. The amount paid is a percentage (%) of earned income. The money is deducted by their employers and paid to the Government.

Applying for a National Insurance Number

Figure 36 National Insurance Card. Image taken from https://nationalinsurancenumber.info/
To apply for a National Insurance Number (NiNo), you must call 0845 600 0643 to book an appointment.

The telephone operator will ask you a number of questions including:

- Postcode (of your current UK address)
- Personal details (name, date of birth)
- Full UK address
- Employer’s name and address
- Your occupation
- Your date of entry to the UK
- Your eligibility to work in the UK (e.g. student visa, student dependant visa, EU citizen)

If the operator considers you to be eligible for a National Insurance number on the basis of the information you have supplied, you will be sent an application form in the post to complete and return.

For further information on working in the UK please see - www.dfee.gov.uk/international-students

**Short Term Student Visa**

If you are in the UK on a Short Term Student visa (see page 69), your passport sticker or the stamp in your passport will say "No work" or "Employment and recourse to public funds prohibited".

This means that you are not allowed to:

- take paid employment
- take unpaid employment
- do a work placement, even if it is part of your course.

You must make sure that you comply with the restrictions stated on your visa. Working in UK when you are not allowed is a breach of your condition and will be treated very seriously.

A Short-term Student visa that is applied for overseas before you travel (Entry Clearance) is a multiple entry visa

A Short-term Student visa issued at the port of entry to the UK (available only to non-visa nationals, is a single entry visa.

Figure 37: Short Term Student Visa. Taken from https://www.gov.uk/government/organisations/uk-visas-and-immigration
If you live in the SOAS residences then the closest shopping area is a 10 minute walk away at Angel, Islington. For grocery shopping there is a ‘Sainsbury’s’ and a ‘Marks and Spencer’s’ on Liverpool Road. There is also a cheap market on Chapel Street.

If you live in the Inter-Collegiate Halls close to school, there is a ‘Tesco Metro’ as well as a ‘Sainsburys’ on Tottenham Court Road.

In both areas there are also local newsagents, chemists (‘Boots’), café’s and restaurants.
**Banks**

There are several banks close to the residences and the School such as the National Westminster Bank (Tavistock Square, Upper Street, Tottenham Court Road), HSBC (Bernard Street, Islington High Street, Tottenham Court Road) and Barclays Bank (Islington Green).

**Police Stations**

Islington Police Station, 2 Tolpuddle Street, London N1 0YY (Tel: 020 7704 1212)
Holborn Police Station, 70 Theobalds Road, London WC1X 8SD (Tel: 020 7404 1212)

**Cinemas and Theatres**

Odeon Cinema, 30 Tottenham Court Road, London W1T 1BX (Tel: 0870 5050 007)
Screen on the Green, Islington Green, 83 Upper Street, London N1 (Tel: 020 7226 3520)
Sadlers Wells Theatre, Roseberry Avenue, Islington, London EC1 (Tel: 020 7863 8198)
Renoir Cinema, Brunswick Shopping Centre, Brunswick Square, London WC1N 1AW (Tel: 020 7837 8402)
The Kings Head Theatre Club, 115 Upper Street, London N1 (Tel: 020 7226 1916)

Films are also shown every Monday evening at 6pm in the Common Room at the SOAS Vernon Square campus.

**Swimming Pools/Health Centres**

University of London Union, Malet Street, London WC1 – has a swimming pool, gym and a range of other sporting facilities/exercise classes. (Tel: 020 7580 9551)
Highbury Pool, Highbury Crescent, London N5 1RR (Tel: 020 7704 2312)
Living Well Health Centre, 52 Upper Street, Islington Green, London N1 0QH
USEFUL CONTACTS

UKCISA: The Council for International Education – The Council for International Education provides advice and information to international students studying in the UK and to staff who work with them. All UK universities and most colleges of further and higher education with international students are members of UKCISA.
9 – 17 St Albans Place
Islington
London
N1 0NX
Student Advice Line: 020 7107 9922 (advice line open from 1pm-4pm, Monday to Friday)
www.ukcosa.org.uk

Immigration Advisory Service
County House,
190 Great Dover Street
London SE1 3XF
Tel: 020 7967 1200 (telephone advice available from 8.30am-6.30pm on Monday - Friday)
Emergency Number: 020 7378 191 (leave a message and IAS will respond as soon as possible)
www.iasuk.org

Joint Council for the Welfare of Immigrants
115 Old Street
London
EC1V 9RT
Tel: 020 7251 8708
Fax: 020 7251 8707
E-mail: info@jcwi.org.uk
Website: www.jcwi.org.uk

UK Visas
Visa Correspondence Section
UKVisas
London
SW1A 2AH
Visa application forms and leaflets – 020 7008 8306 or 020 7008 8438
www.ukvisas.gov.uk

Immigration and Nationality Directorate
Lunar House
40 Wellesley Road
Croydon
CR9 2BY
Telephone: 0870 606 7766 - Lines open from 9am to 4.45pm Monday to Thursday. 9am to 4.30pm Fridays. Monday – Wednesday are busiest so try to call other times.
Indpublicenquiries@ind.homeoffice.gsi.gov.uk

The British Council
10 Spring Gardens
London
SW1A 2BN
Enquiry Line: 020 7930 8466
www.britishcouncil.org

UCAS – Universities and College Admissions Service for the UK
Rosehill
New Barn Lane
Cheltenham
Gloucestershire
GL52 3LZ
General Enquiries – 0870 112 2211
www.ucas.com

HOST
1 Ardleigh Road
London
N1 4HS
Tel: 020 7254 3039
Fax: 020 7923 1606
www.hostuk.org

Social Activities
www.visitlondon.com
www.londontown.com
www.timeout.com
www.thisislondon.com

SKILL – National Bureau for Students with Disabilities
Chapter House
18-20 Crucifix Lane
London
SE1 3JW
Information Service: 0800 328 5050
www.skill.org.uk
Student Counselling in UK Universities
www.studentcounselling.org.uk

www.nightline.org.uk

Transport for London
London Travel Information – Tel: 020 7222 1234
www.tfl.gov.uk

Student Travel Abroad
(STA Travel Offices – there is one located in ULU on Malet Street and one opposite Russell Square tube station)
www.statravel.co.uk

Endsleigh Insurance Company
Closest branch to school is in the University of London Union, Malet Street, WC1. Tel: 020 7436 3996
www.endsleigh.co.uk

Financial Services Authority (FSA) - is the independent regulator set up by the Government to look after the financial services industry and protect consumers. The FSA does not deal with specific consumer complaints, recommend firms or give legal advice, however, the Consumer Helpline can answer general queries about financial product services. It can also tell you if a firm is authorised and help ‘sign post’ you if you have a complaint and don’t know who to contact.

Eurodesk
European Information Service for Young People (UK wide)
YouthLink Scotland
Rosebery House
9 Haymarket Terrace
Edinburgh
EH12 5EZ

Tel: 0131 313 2488
Fax: 0131 313 6800
Web: (Eurodesk Uk website) www.eurodesk.org.uk
(European Youth Portal) http://ec.europa.eu/youth