Pre-Arrival 2017/18

ONCAMPUS COVENTRY

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If you need to contact centre staff in an emergency or outside of office hours the emergency telephone number is: +44 (0)7540 413218

Welcome

Dear Student

Welcome to **ON**CAMPUS Coventry, we are very much looking forward to meeting you.

ONCAMPUS is part of Cambridge Education Group. We offer international students the opportunity to study international foundation programmes with English language, in preparation for undergraduate and postgraduate study at Coventry University. We are sure you will quickly settle in to life at **ON**CAMPUS and understand the study options available to you in the future.

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We look forward to seeing you in Coventry very soon!
The ON**CAMPUS Coventry Team**

Visa information

1. Immigration

Students from outside the European Economic Area (EEA) will need to apply for entry clearance, more commonly known as a 'visa', before travelling to the UK. For further information visit the 'Student Visas' section on the Visas and Immigrations website at https://www.gov.uk/browse/visas-immigration/student-visas

Visa and immigration regulations frequently change so please make sure you contact the nearest British Diplomatic Post to get up-to-date information on the visa application process, requirements and supporting documents for your visa application.

We can provide support and guidance to students who are already in the UK so if you have any questions please contact our centre.

2. Applying for a UK student visa

Most international students from outside the European Union who wish to take a full-time course in the UK must apply for a visa prior to leaving their home country. You can check your status on the following website: https://www.gov.uk/tier-4-general-visa/overview

3. Applying for your General Student Visa (Tier 4) to come to the UK

When you apply for a General Student Visa (Tier 4) you must include a Confirmation of Acceptance for Studies (CAS) number. We will send your CAS details when you confirm your unconditional offer of a place to study and pay your deposit/full fees.

Your CAS will not be sent more than three months before the start of your course.
The CAS number will be included in a letter called a 'CAS Statement'. This will also include important information needed for your visa application.

4. Biometric Residence Permit (BRP)

Non-EEA applicants (expected to study 6 months or more) will have to collect a BRP card as soon as they arrive in the UK. You must not wait until your course has started to collect this card. If you have used the centre's "ACL code" (listed on your CAS statement), your BRP card will be available for collection in the centre. It will otherwise be available in the Post Office branch you selected during your visa application. The collection point will be confirmed on the Decision Letter given to you when you get your passport back following a successful visa application. The visa sticker in your passport will only permit you to travel to the UK but is not the evidence permitting you to stay in the UK for the full duration of your course; only the BRP is.

5. Arriving late and withdrawal from your course?

The start date is published on your CAS Statement. **If you plan to arrive later you must let us know.** This is very important as we must inform the UK Visas & Immigration (UKVI) if you do not arrive on time.

If you change your mind and want to study at another institution, please let our admissions team know before you come to the UK so we can cancel your CAS with UKVI.

Once you have received your visa please email our admissions team at admissions@oncampus.global or call +44 (0)1223 345 698, this information is crucial for **ON**CAMPUS Coventry to prepare for your arrival.

6. What should I do if my student visa is refused?

If your student visa application is refused, please inform our Admissions Team:

Telephone: *+44 (0)1223 345 698*

Email: *admissions@oncampus.global*

We will need to receive the full copy of the refusal notice before we can advise on the options .

Parental Consent for U18s

Students who are under 18 need to provide their parental consent form with their visa application and carry it with them on arrival to the UK. If you have not got a copy of the completed form please contact our admissions team before making your visa application.

What to expect on arrival in the UK

Immigration on your arrival

Passport Control

When you arrive at your port of entry you will need to pass through immigration so follow the signs to Passport Control. The Immigration Officer will ask you about the purpose of your visit to the UK and will look at the following documents:

- Passport
- Bank statements
- Confirmation of Acceptance for Studies (CAS) letter
- Original academic documents and their official translations (for any documents that are not in English)
- IELTS Certificate
- Proof of accommodation - CONFIRMATION of Accommodation letter
- Proof of financial support & any fee payments made
- TB Certificate (if applicable - please click here for listed countries)

The immigration officer may ask you questions about your reasons for studying in the UK. It is important that you answer these questions in detail, politely and keep calm. Make sure you have all your supporting documents in your carry-on luggage if you are flying to the UK; you will not have access to your luggage until you have cleared immigration. Failure to show the right documents will result in delays.
Watch this video from the UK Border Control which contains important information about entering the UK: https://www.youtube.com/watch?v=X8kSbweNiUA&feature=youtube

Students from some countries may be asked to have a chest x-ray before collecting your

If you experience any problems at Passport Control, please contact Julie Jenkins, **ON**CAMPUS Student Recruitment & Support Officer on *+44 (0) 2477 655430* or contact our emergency number below.

If you need to contact centre staff in an emergency outside of office hours please call
+44 (0)7540 413218

How to get here

Taxi

Please contact us at liveincoventry@oncampus.global or telephone us on +44 1223 447761 if you would like to make a taxi booking. Our Pre-Arrival Student Coordinator will be pleased to make the booking on your behalf and send you the confirmation. Our trusted drivers will meet you at the arrivals gate at the airport and take you straight to your destination. You can pay for your taxi in advance or when you arrive at college, so you will not need to have cash ready for the driver.

Arrival date

Students should arrive in the UK on the weekend before the arrival date, please check your CAS statement or Confirmation of Enrolment for further details. You should arrive at the Priory Building, Priory Street, Coventry, CV1 5FB on the day of enrolment. If you have any questions then please do not hesitate to contact us.

How to get to our campus

All London Airports and Birmingham International Airport have excellent travel links into Coventry. For details on how to get to Coventry University please see maps and directions at *http://dir.coventry.ac.uk/study-at-coventry/international-applicants/study-at-coventry-university campus-locations/*

Travelling from Birmingham International Airport:

Local Bus service: Number 900, cost approx £1.70, 1 hour travel time.
Trains from Birmingham International Airport to Coventry will cost £2.00 for a single ticket, and take 10 minutes on an express service, for more information go to *www.nationalrail.co.uk*. To get to the train station from the main airport terminal you should use 'sky train', ask for directions from the information desk.

Travelling from central London and London airports

Coach services: Heathrow Airport 'National Express' coach service costs around £30. The travel time is normally 2 hours. Visit www.nationalexpress.com for more details
Gatwick Airport 'National Express' coach service costs £29.50. Travel time is between 3 and 4 hours. Visit www.nationalexpress.com for more details. Trains from London cost from £40.00. Travel time from Euston is between 1 - 2 hours. Visit: www.nationalrail.co.uk for more details.

Accommodation

We have a wide range of accommodation to offer our students, from single rooms to premium studio flats. Below is a brief summary of what we have to offer. If you would like further details or a booking form then please contact our Student Recruitment & Support Officer, Howard Frank, at liveincoventry@oncampus.global or telephone him on +44 2477 655407.

All accommodation is subject to completion of a booking form, advanced **rent payment of £1000** and a £250 damage deposit (refundable after you have checked out).

Accommodation

Sherbourne House, Coventry

Outstanding facilities include:
Newly refurbished
Communal common room
Laundry facili□es
20mb Wi-Fi

Sherbourne House is ideally situated for students at **ON**CAMPUS Coventry with the main Priory Campus, the Alan Berry building, the library and the Student Union just a 15 minute walk away. The city centre and Coventry's vibrant night life are within walking distance with train and bus stations close by.

Room options:

- En-suite (shown above) — standard single with own bathroom. Communal kitchen with 4-7 rooms in each flat. Costs **£7,800** per annum.
- Studio (shown below) — large single room with own bathroom, private kitchen. Costs **£9,000** per annum.
- XL Studio - very large room with own bathroom, private kitchen and extra

All rooms include Wi-Fi access, contents insurance and all bills in the price

Accommodation

University Halls

Coventry University provide our students access to a limited number of University managed rooms which form part of the traditional halls of residence and includes benefits such as sports membership.

Singer Halls (Self-catered)

Facilities include:

- Wi-Fi internet access
- Spacious, single self-catered study bedrooms within cluster flats of six containing a kitchen/diner, shared
  bathroom, toilet.
- Car parking is available onsite for residents at an extra charge
  On site communal cleaning (does not include bedroom)
  Laundry facilities available on site at an extra charge 5 minute walk to **ON**CAMPUS.
- Costs **£6,600** per annum

Accommodation

University Halls

Priory Halls (Catered)

Facilities include:

- Single (G block) study bedrooms with workspace, desk, chair, wardrobe and wash basins
- Includes **10 meals** per week at our brand new Food court (theHub) located on campus
- Small kitchen on each floor containing microwave and fridge suitable for the preparation of light snacks
- Coin operated laundry room on site
- TV room and Wi-Fi internet access (TV reception is limited in the bedrooms)
- 1 minute walk to **ON**CAMPUS
- Costs **£6,900** per annum

Due to its close vicinity to **ON**CAMPUS Coventry, Priory Halls is recommended for Under 18's.

Accommodation Options

Residence		Sherbourne House		Coventry University	
Room type	Ensuite	Standard Studio	XL Studio	Singer Hall	Priory Hall
Bathroom	Private	Private	Private	Shared	Shared
Kitchen	Shared	Private	Private	Shared	Shared
Catering	Self-catered	Self-catered	Self-catered	Self-catered	Catered
Internet access	Wifi	Wifi	Wifi	Wifi	Wifi
Walk to ON-CAMPUS	15 minutes	15 minutes	15 minutes	1 minute	5 minutes
Age suitabil-ity	18+	18+	18+	18+	16+
Start date	23/09/2017	23/09/2017	23/09/2017	23/09/2017	23/09/2017
Standard Tenancy length	3 terms	3 terms	3 terms	3 terms	3 terms
Refundable deposit pay-ment	£250	£250	£250	£250	£250
Advanced rent	£1,000	£1,000	£1000	£1,000	£1,000
First term rent	£2,600	£3,000	£3,500	£2,200	£2,300
Second term rent	£2,600	£3,000	£3,500	£2,200	£2,300
Third term rent	£1,600	£2,000	£2,500	£1,200	£1,300
Total rent	£7,800	£9,000	£10,500	£6,600	£6,900

How to apply

1. Choose your preferred accommodation
2. Read the terms and conditions included in this guide
3. Complete the accommodation application form and send to us at liveincoventry@oncampus.global
4. We will confirm availability and send you a room offer
5. Sign your room offer and return to us with your deposit payment of £250 and advanced rent £1000
6. We will reserve your room and send you a room confirmation
7. Book your flight and let us know your arrival date so we can book your
   airport pickup
8. Arrive in the UK and collect your keys!

We recommend booking your room as soon as possible to ensure your preferred choice is available.

Airport pick-up

Please contact the liveincoventry@oncampus.global and we will be happy to assist in booking an airport arrival transfer.

Private houses

If you are looking for short term accommodation 'thefuturelets' is the best option for you. This letting agency is owned by the university, and they are able to help **ON**CAMPUS students find individual bedrooms or entire houses. All accommodation is vetted prior to renting to ensure it meets the minimum standards set by the agency (can be found online: To find out more about your options please visit www.futurelets.co.uk

What to do when you arrive

1) **Check in to your accommodation and get settled prior to coming for enrolment.** If you have not yet arranged for accommodation, please contact Howard Frank on liveincoventry@oncampus.global.

2) You will need to be at the centre no earlier than **9:00 am** on the first day of term.

3) Please come to Priory Building with your **passport**, **visa** and **original documents used to apply to study with us** (as found on your CAS letter) and we will begin the enrolment process.

4) Enrolment involves entering your details into our system, creating your timetable of classes and giving you further information about your classes and the activities we have planned for you during your first week on campus.

Finance

We want to make paying your fees as easy as possible. You have paid your deposit and secured your place. See below for details of your payment plan for the remainder of your programme. Tuition fees for each term of study at the Centre are due two weeks prior to the start of the term of study. All fees are payable in GBP (pounds sterling).

Payment Deadlines* for your course:

- £4,665 before the start of first term
- £4,665 before the start of second term
- £2,365 before the start of third term (£4,665 less £2,300 deposit)

*this is a guide only, your full payment plan is available on request, please contact Howard Frank for further details.

Fees can be paid via the following

peerTransfer | flywire

a. International bank transfer

ONCAMPUS has partnered with flywire as a fast and easy way to make international payments. This is the best way to send funds from overseas. By using flywire you can be sure that your funds arrive on time and that **ON**CAMPUS will always receive the correct amount.

Payment by this method also means you do not have to pay any bank charges, which can be expensive; with flywire the rates are clear so you can always be sure about the total cost of the transaction.

Over 40 currencies are available and they offer competitive foreign exchange rates. If you need help, they are always contactable. Please be aware that the process may still involve making a transfer through your bank.

Finance continued

b. Credit card (including Visa/Mastercard) or debit card

We do not accept American Express. A 2% fee is charged for payment by credit card. The following information is required:

- card number
- expiry date
- three-digit security code (from the signature strip on the back of the card).

To make a payment using this method, please call our Finance team on +44 (0)1223 447794

c. Direct transfer of funds

Please see your pre-arrival information packs for bank account details.

An additional GBP12 must be transferred with the fees to cover bank charges.

Important: A payment reference must be provided so that the College can identify funds on safe arrival into our account. This must be the student reference number as stated on your offer document. This reference means that we can then allocate the funds against your invoice accordingly. Failure to include a reference may mean we have to contact you again to establish proof of payment.

Please note: non-payment of fees can result in you being suspended or withdrawn from the programme.

Term dates

Academic Year 2017/18

International Foundation Programme

25 September 2017 —10 June 2018
08 January 2018 – 17 August 2018
26 March 2018 – 14 December 2018

International Year 1 Programme

25 September 2017—10 June 2018
25 September 2017—17 August 2018
08 January 2018 – 17 August 2018

Master's Qualifying Programme

25 September 2017 —10 June 2018 (3 Terms)
08 January 2017 – 10 June 2018 (2 Terms)
08 January 2017 – 17 August 2018 (3 Terms)
26 March 2018 – 10 June 2018 (1 Term)
26 March 2018 – 17 August 2018 (2 Terms)
11 June 20178– 17 August 2018 (1 Term)

English Language Preparation (1,2 or 3 Terms)

25 September 2017 —15 December 2017/16 March 2018/10 June 2018
08 January 2018 – 16 March 2018/10 June 2018/17 August 2018
26 March 2018 – 10 June 2018/17 August 2018

Late arrival: Please inform us of your arrival plans and flight details as soon as you have them. If you think you will arrive late you must tell us as soon as possible, as we may need to inform the UKVI. Please send all this information to admissions@oncampus.global or call +44 (0)1223 345698.

Students are advised to check with the Centre Head before booking their travel back home at the end of each term particularly at the end of the course in case it is necessary to remain in order to receive results and be advised of next steps in your study plan. This could be two weeks after the official end of your course.

Sample timetable

Induction

Monday	Tuesday	Wednesday	Thursday	Friday
10:00 - 11:00 Welcome Introduction Centre Director 11:00 – 12:30 English Language Assessment	9:30 – 12:30 INDUCTION & ENROLMENT DAY: UFP/DIP/MFP BUSINESS PATHWAYS Enrolment, Pathway Academic Modules: Tutor Taster Sessions, Faculty Information Sessions	9:30 – 12:30 INDUCTION & ENROLMENT DAY: UFP HUMANITIES PATHWAY (+ ELPP & PSE) Enrolment, Pathway Academic Modules: Tutor Taster Sessions, Faculty Information Sessions	9:30 – 12:30 INDUCTION & ENROLMENT DAY: UFP ENGINEERING & SCIENCES PATHWAY Enrolment Pathway Academic Modules: Tutor Taster Sessions, Faculty Information Sessions	10:00 – 11:00 ORIENTATION DAY: Student support Visa advice Campus and City Tours
12:30 – 13:30 Lunch	12:30 – 13:30 Lunch	12:30 – 13:30 Lunch	12:30 – 13:30 Lunch	12:30 – 13:30 Lunch
13:30 – 16:00 Student Information Session: Essential Student Information, VR/GA: Contact Details, Document Checklist Your Foundation Course, Studying at Coventry Student Handbook, Campus Tour / Student Orientation	13:30 – 16:30 Student Documentation & Enrolment SL (Maths Assessment), Student Enrolment Interviews CH/DCH , Student Processes	13:30 – 16:30 Student Documentation & Enrolment (Maths Assessment), Student Enrolment Interviews CH/DCH , Student Processes	13:30 – 16:30 Student Documentation & Enrolment (Maths Assessment), Student Enrolment Interviews CH/DCH Student Processes	Organised social event

Sample timetable

Academic

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 - 11:00	English for Engineering	Physics	Engineering		Pure Mathematics
11:00 - 13:00	Self Study: Revise for upcoming exam	Self Study	Pure Mathematics	English for Engineering	Self Study: work on coursework
13:00 - 14:00	Personal Tutorial				
14:00 - 16:00	Pure Mathematics		English for Engineering	Engineering	
16:00 - 18:00	Go out to dinner with friends		Physics	Engineering	Physics

The timetable above is a sample timetable to give you a better idea about how your week will be organised. Your timetable will depend on which programme you have chosen to study.

Before you arrive, it is good for you to understand more about the programme you will follow. This information can be found on our website www.oncampus.global. Click on the programme you are coming to study and you will find more information about what you will study.

What to bring with you

You MUST make sure that you bring with you all the documents you will need to enrol:

- **Confirmation of Acceptance for Studies (CAS) letter**
- **Passport with valid visa**
- **Proof of payment OR sponsorship letter**
- **Original supporting academic documents (for example, High School certificate, IELTS, academic transcripts and for any documents not in English, official translation.)**

Important: You will need to show your **ON**CAMPUS enrolment documents to the Immigration Officer on arrival so make sure you bring this in your hand luggage.

Money

International students cannot open a UK bank account before arriving. However, your home bank may have links to a UK bank which would make money transfers to the UK and opening a bank account much easier. It is a good idea to bring some cash with you for your first few days in the UK for immediate expenses. We recommend approximately £200 to £500 in cash and £300 in travellers' cheques. We advise you to limit the amount of cash you bring into the UK (for security reasons) and avoid carrying cash and personal documents in the same bag (e.g. passport, travellers' cheques, etc.).

Clothing and other items

You should have enough warm clothing for your flight and subsequent journey. Several layers of lightweight clothes are better than a single shirt or dress. It is probably cheaper and easier to buy warm winter clothing in the UK, rather than in your home country. It is worth bringing items of your national dress to wear at social events, and photographs of family and home may be of interest to new friends who would like to learn about other cultures. It is useful to bring some passport-sized photographs of yourself.

Luggage

You will have a free baggage allowance, which will be shown on your air ticket; this is usually from 20kg with a restricted weight of 32kg per single item of luggage. Only essential personal possessions may be brought in addition to research materials. You may be charged for excess baggage if you exceed the baggage allowance, so check with the airline before you leave if you are not sure of your allowance. You should make a list of everything you bring. Advice on importing personal effects and goods into the UK may be obtained from HM Revenue and Customs *(www.hmrc.gov.uk)*.

Preparations for your course

Some courses require you to write a dissertation or seminar papers. If you are on such a course you should bring with you important documents relating to your own country, which may not be available in the UK. If you want to bring items of high value such as a computer or audio equipment, you should also bring receipts showing when and where they were purchased. British customs officials may ask you to certify that the equipment is for your own use and that you are not importing it permanently.

Climate

The UK has a temperate climate, with few extremes. But the weather here is famously changeable, so be prepared. It can be quite wet and cold in the winter, (roughly November to March). A warm topcoat, hat, scarf, gloves and an umbrella are a good idea. It also gets dark early. Summers can occasionally be showery and overcast, but are mostly pleasant and rarely extremely hot. The days are long and it stays light until late in the evening.

Term	Average temp (max °C)	Average temp (min °C)	Average temp (max °F)	Average temp (min °F)	Total rainfall (mm)	Total rainfall (inches)
Mar to May (Spring)	18	7	64	45	199	8
Jun to Aug (Summer)	25	14	78	57	194	8
Sept to Nov (Autumn / Fall)	18	9	64	48	274	11
Dec to Feb (Winter)	9	3	48	38	305	12

Checklist

Preparing to come to Coventry

Make sure you have a valid passport	
Satisfy conditions of offer (if applicable)	
Obtain visa	
Apply for accommodation	
Have medical examination and vaccinations (if applicable)	
Arrange medical/travel insurance	

*Documents including:

- Offer Letter
- IELTS certificate or original English language test result
- CAS Statement (if required)
- **Original supporting academic documents** (this is needed to fully register and enrol on your course)
- Financial documents used in your visa application
- TB certificate (If applicable, please click here for listed countries)

Before you leave

Arrange your transfer to Coventry if you are travelling independently	
Buy currency	
Decide how to pay for your tuition fees	
Decide how to pay your accommodation fees/pay accommodation deposit	
Pay tuition fee deposit (if applicable)	
Check your luggage allowance and pack your luggage appropriately	
Have you put the emergency telephone numbers into your mobile phone (to be put in your hand luggage)?	
Photographs from home, Address and phone numbers of friends and family, Adaptor for UK electricity sockets?	
Pack all relevant **original documentation** or certified copies*	
Pack your documents for medical registration	
Register electronics on **www.immobilise.com**	

When you arrive in Coventry

Tell your family you have arrived	
Enrol at the Centre**	
Arrange payment of tuition fees	
Open a bank account	
Register with doctor/health centre	
Register with the police (if applicable)	
Attend induction	

****When you enrol it is important to remember to bring the following documents with you:**

- Original passport and visa
- Original academic/school certificates
- Original English test certificate (IELTS and Pearson).

ONCAMPUS **General Office**

The General Office is where your course is managed. This is where you will submit your coursework, receive your results, and get information/documentation and other general enquiries. Our office is open Monday to Friday from 8:30am to 5:00pm.

Location

ONCAMPUS Coventry
Priory Building
Priory Street
Coventry
CV1 5FB

Emergency contact number: +44 (0)7540 413218
Email: coventry@oncampus.global

ONCAMPUS
Cambridge Education Group