

ONCAMPUS
LONDON SOUTH BANK



**London
South Bank
University**

EST 1892

PRE-ARRIVAL GUIDE 2018/19



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WELCOME



Hello!

Welcome to **ONCAMPUS** London South Bank, 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 London South Bank University. We are sure you will quickly settle in to life at **ONCAMPUS** and understand the study options available to you in the future.

Adelina Melillo – Centre Head

amelillo@oncampus.global



Dominic Hammond – Deputy Centre Head

dhammond@oncampus.global



Marcella Simon – Curriculum Information Officer

msimon@oncampus.global



Liz Li - Student Recruitment and Support Officer

lsbu@oncampus.global



VISA INFORMATION

Immigration

If you are from outside the European Economic Area (EEA) you will need to apply for entry clearance, more commonly known as a visa, before travelling to the UK. To check if you need a visa, please visit www.gov.uk/check-uk-visa

As an international student planning to take a full-time course in the UK, it is likely you will need to apply for a Tier 4 (General) student visa. Find out more at www.gov.uk/tier-4-general-visa

Visa and immigration rules change frequently, so please make sure you contact your nearest British diplomatic post to get up-to-date information on the visa application process, requirements, fees and supporting documents. We can provide support and guidance if you are already in the UK; so if you have any questions, please contact the centre.

Applying for a Tier 4 (General) student visa

To apply for a Tier 4 (General) student visa you will need a CAS (Confirmation of Acceptance for Studies) number. We will send you this number on a 'CAS statement', once you fulfil the conditions on the offer of a place to study and pay your deposit/full fees. Please note the earliest we can send you a CAS number is 3 months before your course start date. We will also send you information for your visa application at the same time.

Once you receive your visa, please inform the Admissions Team by email admissions@oncampus.global or by phone +44 1223 345 698. We need this information to prepare for your arrival.

Biometric Residence Permit (BRP) card

When your visa application is successful and your course is longer than 6 months, you will receive a 30-day Entry Clearance Sticker in your passport. This allows you to travel to the UK. You will need to collect the actual visa – Biometric Residence Permit (BRP) once you arrive in the UK.

Where do I collect my BRP card from?

Your Decision Letter (sent to you with your passport upon a successful visa application) will include details of the place you need to go to collect your BRP card. It will be one of two places.

If you have used the centre's ACL code (written on your CAS statement), your BRP card will be at your **ONCAMPUS** centre to collect when you enrol. Otherwise, the BRP card will be at the local Post Office and you will need to collect it before you enrol.



Arriving late

You will need to enrol at **ONCAMPUS** London South Bank on the day your course starts. This date is in your CAS statement. If you are delayed and have to travel later, you must let the Admissions Team know. This is very important because we need to inform UK Visas and Immigration (UKVI) if you cannot arrive on time.

Withdrawing from your course

If you change your mind about joining our course or there are any circumstances that prevent you from studying with us, please inform the Admissions Team as soon as possible, so we can cancel your CAS.

What should I do if my student visa is refused?

If your student visa application is refused, please email our Admissions Team (admissions@oncampus.global) and Compliance Team (visahelp@ceg-uk.com). Please include the full copy of the refusal notice, so we can advise you on what to do next.

Parental Consent for under 18s

If you are under 18 you need to provide a Parental Consent Form, signed by both your parents, in support of the visa application. Please also carry it with you upon arrival in the UK. If you do not have a copy of the 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.

If you experience any problems at Passport control, please contact the **ONCAMPUS** London South Bank office on +44 (0)207 815 7045.

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

HOW TO GET HERE

Arrival Date

Students should arrive on the weekend before the arrival date included on your CAS statement or confirmation of enrolment. You should arrive at - **ONCAMPUS** London South Bank, London South Bank University, Room LR201, London Road Building, 110-116 London Road, London, SE1 6LN. If you have any questions then please do not hesitate to contact us.

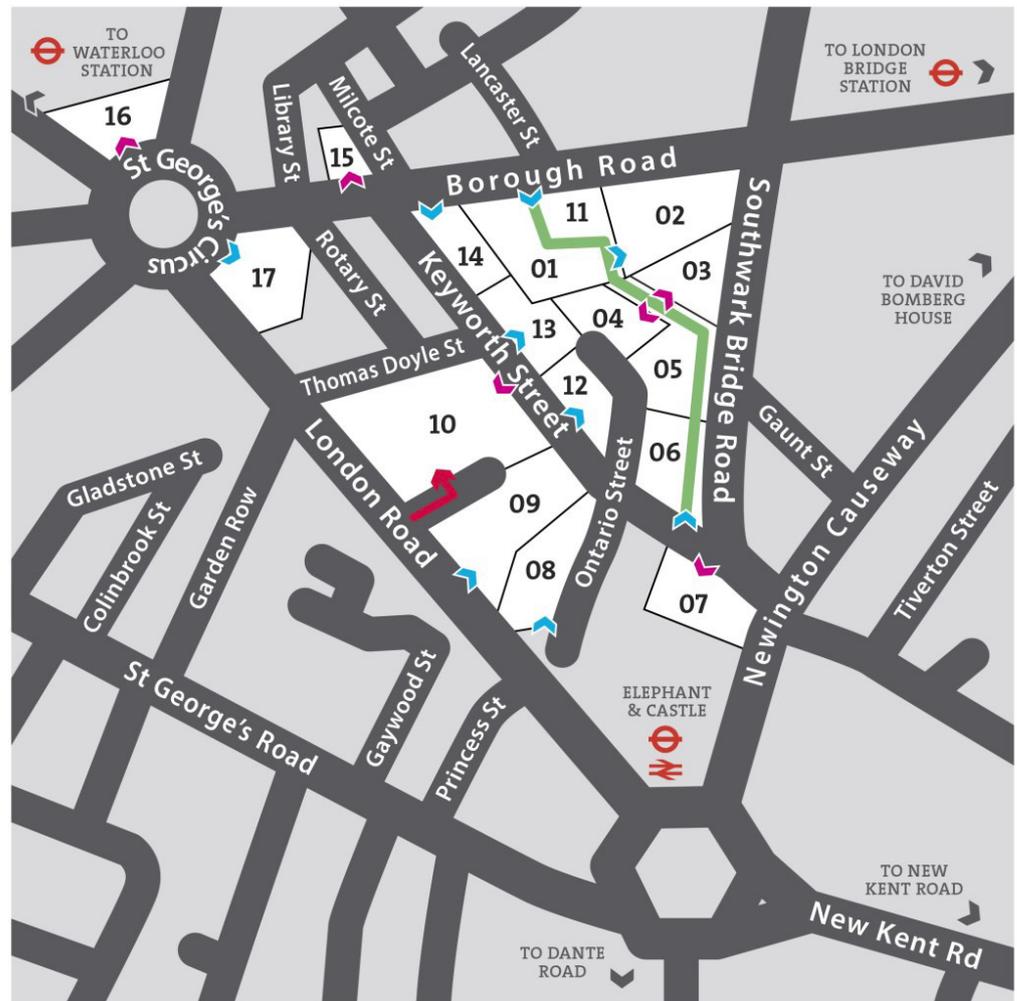
Directions

By train and tube

Our closest stations are Waterloo, London Bridge and Elephant & Castle and they are all within walking distance.

By bus

numbers 1, 12, 35, 40, 45, 53, 63, 68, 100, 133, 148, 155, 168, 171, 172, 176, 188, 196, 333, 344, 360, 363, 453, 468, C10 and P5.



- | | | |
|------------------------------------|------------------------------------|---|
| 01 Borough Road | 09 Technopark | 15 Caxton House |
| 02 Tower Block | 10 London Road / Academy of Sport | 16 McLaren House |
| 03 Metal Block | 11 Student Centre / Students Union | 17 The Clarence Centre for Enterprise & Innovation |
| 04 Joseph Lancaster | 12 Keyworth Centre |  Building Entrance |
| 05 Extension Block | 13 K2 |  Accessible Entrance |
| 06 Faraday Wing | 14 Learning Resources Centre |  Internal walkway on Level 1 (The Green Route) |
| 07 Perry Library | |  ONCAMPUS Team |
| 08 Admissions & Recruitment Centre | | |

HOW TO GET HERE



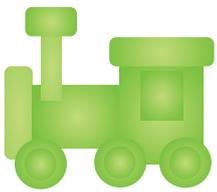
From London Heathrow Airport

Heathrow airport is very large and currently has five terminals. There are various routes that you can take from Heathrow to London South Bank University campus including tube, train, coach or taxi cab, however public transport is by far the cheapest option.



By Underground (Tube)

The Piccadilly Line serves all five terminals and all are in travelcard zone 6. It is one of the cheapest ways to travel. You will need to change tube (train) at either Piccadilly Circus (Bakerloo line) or Leicester Square (Northern Line) to Elephant & Castle Tube Station. The trip takes about an hour. Tickets are available at all underground stations. You'll need a single ticket or an all-zone Travel card. Further information available at www.tfl.gov.uk.



By Main Line Train

You can travel from Heathrow airport to Paddington Station on the Heathrow Express. It takes approximately 15 minutes and costs approximately £22 - £27 one way for adults. Heathrow Express trains stop at Heathrow Terminals 2 & 3 and Heathrow Terminal 5. For more info, and to pre-book online go to <https://www.heathrowexpress.com/>

Upon arrival at Paddington Station you can change to the Bakerloo Line (southbound) which takes you directly to Elephant & Castle. When you arrive at Elephant & Castle tube station, please follow the signs for London South Bank University for the nearest exit.



Taxi

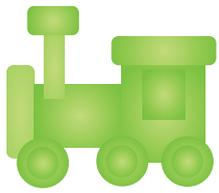
Please contact us at liveinlsbu@oncampus.global or telephone us on +44 (0)1223 447761 if you would like to make a taxi booking. Our Student Arrivals Coordinator will be pleased to make the booking on your behalf and send you the confirmation. Our trusted drivers will meet you at the arrivals gate at 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. Kindly note that we require 48 hours' notice to guarantee the booking.

HOW TO GET HERE



From Gatwick Airport

Gatwick has two terminals (North & South) that are connected by a monorail service. Therefore, you are slightly more restricted with your transfer options. Unfortunately, there is no Underground train service to London Gatwick Airport.



By Main Line Train

The Gatwick Express runs frequent shuttle trains to Victoria Station. Tickets cost approximately £20 per person one way. From Victoria you will then need to take the Circle or District Line Underground train to Embankment Station and change on to the Bakerloo Line to the Elephant and Castle Station. There are also Thames link trains direct to London Bridge train station. At London Bridge underground station you will be able to board a Northern Line train (southbound) to Elephant and Castle Station. For further information on routes, costs and tickets please visit <http://www.tfl.gov.uk>.



Coach

National Express run a coach service from Gatwick North terminal to London Victoria every hour. The journey takes approximately 1 hour 30 minutes and costs upwards from £8. For more info and to pre-book tickets go to <http://coach.nationalexpress.com>. You will then need to take the Circle or District Line Underground train from Victoria Station to Embankment Station and change to the Bakerloo Line to the Elephant and Castle Station.

With all train and bus services it is often cheaper to book online before you travel but be careful when choosing specific buses or trains. If your flight is delayed you may not get a refund, so check if there are flexible tickets available which cover any train or bus.

Please also make sure to check when the last services at night will run, as taxis for long journeys can be expensive.

ACCOMMODATION

Full support is offered by the **ONCAMPUS** team to assist you in finding suitable accommodation before you arrive.

OVER 18s

MCLAREN HOUSE - OVER 18S ONLY

Located just a 2 minute walk from **ONCAMPUS!**
The rooms are en-suite single bed with your own private bathroom. Contents include wardrobe, bookshelf, study desk and chair.

The shared kitchen is equipped with a cooker oven, fridge/freezer, dining table with seating and storage cupboards.

There are communal areas for students to meet, relax or study. On-site laundry facilities.

McLaren House is owned and managed by London South Bank University.

£2,450 per term

Tenancy lengths are subject to availability



If you turn 18 within 3 months of arriving, then you can book this accommodation

HOME STAY ACCOMMODATION

ONCAMPUS has a number of partnerships with homestay providers, all of which meet and adhere to the standards outlined by the British Council. Located across London, host families can provide you with a warm and welcoming place to live, while giving you plenty of opportunities to practise your English outside of class. The Host will provide accommodation and meals as booked – self-catered and catered options are available. Hosts are there to help, provide advice and offer extra support.

ONCAMPUS London South Bank is situated in Zone 1 & 2. Homestay families are located across London in Zones 2-4. Approximate journey times on the London Underground/Rail network to central London are as follows

Zone 4 – 45-60 minutes

Zone 3 – 30-45 minutes

Zone 2 – 15-30 minutes

The cost for homestay accommodation does vary depending on the information and criteria you select. If you have requested any special requirements to be provided, this may result in a higher cost.

The cost of Homestays can range from £175-£260 per week.

If you would like support with booking homestay accommodation please fill out our [accommodation application form](#). Please send the completed form to liveinlsbu@oncampus.global. Our accommodation team will then process your application and send you a homestay offer.

PLEASE CONTACT LIVEINLSBU@ONCAMPUS.GLOBAL FOR MORE INFORMATION

WHAT TO DO WHEN YOU ARRIVE



Pick up your keys for your accommodation, if you have not booked your accommodation yet please contact the Student Recruitment & Support Officer on +44 (0) 207 815



You will need to arrive for your enrolment at **ONCAMPUS** London South Bank at **9:30am** on the first day of term



Make your way the centre and notify someone in the admin office



Please make sure you don't forget to bring the following with you:

- **Passport and visa**
- **original academic documents**
- **original IETLS certificate**



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:

- £4,300 before the start of first term
- £4,300 before the start of second term
- £2,100 before the start of third term (£4,300 less £2,200 deposit)

*this is a guide for a sample 3 term course only, subjects may vary in price. Your full payment plan is available on request, please contact the Student Recruitment & Support Officer for further details.

Fees can be paid via the following methods

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 **ONCAMPUS** 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

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 2018/19

Term 1 24 September 2018 - 14 December 2018

Term 2 07 January 2019 - 15 March 2019

Term 3 25 March 2019 - 09 June 2019

Term 4 10 June 2019 - 16 August 2019



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

SAMPLE TIMETABLE

Academic

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00-11:15	Subject 1 e.g. Economics	Subject 2 e.g. Accounting	Subject 2 e.g. Economics	Subject 3 e.g. Business	Subject 3 e.g. Business
11:15- 12:15	Self Study: Language laboratory			Tutorial	
12:15 - 13:15	Lunch	Lunch	Lunch	Lunch	Lunch
13:15- 13:45	Free time	Subject 2 e.g. Accounting	Sports afternoon - play basketball	Subject 3 e.g. Business	Subject 1 e.g. Economics
13:45-14:15	English - Vocabulary	Self-study: preparing presentation for business lesson on Friday		Guest Lecture on market research	Subject 2 e.g. Accounting
14:15-14:45	English - Skills & Training				
15:00-16:30	English Preparation				
16:45-17:15	Self-study: library research for economics coursework	English Preparation		English - Grammar	Subject 3 e.g. Business
17:15-18:15	Subject 2 e.g. Accounting			English - Vocabulary	Self-study: Grammar exercises
18:15	Debating society	Event at the Students' Union	Dinner with team friends	Prepare coursework for Accounting	Meal with friends

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 **ONCAMPUS** 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)
March to May (Spring)	13	8	55	46	160	6
Jun to Aug (Summer)	18	16	64	60	160	6
Sept to Nov (Autumn/Fall)	16	8	60	46	150	5
Dec to Feb (Winter)	6	5	40	43	160	6

CHECKLIST

Preparing to come to London

- Download our pre-arrival app—Search “ONCAMPUS LSB Pre-arrival” on the Apple or Google store.
- 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

- Check your transfer to London 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 London

- Check into your accommodation
- Tell your family you have arrived
- Register at the Centre**
- Arrange payment of tuition fees
- Open a bank account after enrolling at the centre
- Register with doctor/health centre
- Register with the police (if applicable) when you have collected your VISA
- 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 London South Bank
Room LR201, London Road Building,
110-116 London Road
London
SE1 6LN

Email: lsbu@oncampus.global

Emergency contact number: +44 (0)7805 771585 or
+44 (0)7715 851933