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IMPORTANT DATES

ACADEMIC YEAR 2019/20

Students on all courses at ONCAMPUS London will follow the same term dates, as follows:

| Term 1 | 16 September 2019 – 13 December 2019 |
| Holiday dates | 16 December 2019 – 3 January 2020 |
| Term 2 | 06 January 2020 – 13 March 2020 |
| Holiday dates | 16 March 2020 – 20 March 2020 |
| Term 3 | 23 March 2020 – 07 June 2020 |
|IFP finishes on 15 May 2020 |
| Holiday dates [August finishers] | 1 June 2020 – 5 June 2020 |
| Term 4 | 08 June 2020 – 14 August 2020 |

Travel

The key dates will help you make arrangements for returning home at the end of each term. Please do not book flights before the end of any term listed above. If you leave London before the end of term, you may miss important assessments, and this will hinder your academic progress. Please check with the Attendance and Welfare Officer before booking your travel back home at the end of each term, in particular at the end of the course in case you need to stay longer to receive results or be advised of next steps in your study plan.

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.

Public holidays

Christmas Day – 25 December
Boxing Day – 26 December
New Years Day – 1 January
Good Friday – 10 April
Easter Monday – 13 April
UK May Day – 8 May
UK Spring bank holiday – 25 May
UK Summer bank holiday – 31 August

If you have any questions then please do not hesitate to contact us.

Arrival date

You should arrive on the weekend before the start date. Please check your CAS statement or Confirmation of Enrolment for further details.

You should arrive at Room G10, Birkbeck, University of London, Malet Street, Bloomsbury, London, WC1E 7HX
WELCOME

We are very much looking forward to meeting you.

ONCAMPUS London is part of Cambridge Education Group. We offer international students the opportunity to study University Foundation programmes with English Language, in preparation for undergraduate and postgraduate study. You will quickly settle in to life at the university and understand the study options available to you in the future.

Meet the team

Anneliese Agrippa
Centre Head of Operations and Safeguarding Lead
aagrippa@oncampus.global

Peter McLaughlin
Progression and Partnership Director and Prevent Lead
pmclaughlin@oncampus.global

Jonathan James-Whitehead, Attendance and Welfare Officer
Contact for questions about attendance and welfare
jjwhitehead@oncampus.global

Ellie Bullock, Curriculum Information Officer - Timetabling
Contact for questions about your timetable
ebullock@oncampus.global

Dr Connor O’Donoghue, Head of Learning and Teaching
Contact for questions about your studies, classes and assessments
codonoghue@oncampus.global

Marie Bune, Course Leader of Humanities and Social Sciences
Contact for questions about your Humanities modules, revision techniques and assessment marks
mbune@oncampus.global

Dr Zermina Khan, Course Leader of Sciences and Mathematics
Contact for questions about your Science course including modules, revision techniques and assessment marks
zkhan@oncampus.global

Maria Calonico, English Course Leader
Contact for questions about English requirements, classes and exams
mcalonico@oncampus.global

Jennifer Clear, Senior Student Services Officer / Deputy Safeguarding Officer
Contact for questions about exams, assessments and Turnitin
jclear@oncampus.global

Brais Romero-Breijo, Student Recruitment & Support Officer - Customer Care
Contact for questions about student welfare, accommodation and student representative duties
brbreijo@oncampus.global

Annie Zhou, Student Recruitment and Support Officer - Compliance
Contact for questions about your visa and tuition fees
azhou@oncampus.global

Victoria Schafer, HE Progression Support Officer
Contact for questions about university applications
vschafer@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 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 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.
**PAYING YOUR FEES**

### Undergraduate Foundation Programme (UFP)

<table>
<thead>
<tr>
<th>Terms</th>
<th>Programme dates</th>
<th>Per term</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>16 September 2019 – 07 June 2020</td>
<td>£5,665</td>
<td>£16,995</td>
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<tr>
<td>3</td>
<td>06 January 2020 – 14 August 2020</td>
<td>£5,665</td>
<td>£16,995</td>
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### University of London International Foundation Programme (IFP)

<table>
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<tbody>
<tr>
<td>3</td>
<td>16 September 2019 – 15 May 2020</td>
<td>£6,330</td>
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### International Year One (IY1)

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<th>Per term</th>
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<tr>
<td>3</td>
<td>16 September 2019 – 07 June 2020</td>
<td>£5,665</td>
<td>£16,995</td>
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<tr>
<td>4</td>
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<tr>
<td>3</td>
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### Master’s Foundation Programme (MFP)

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<td>3</td>
<td>16 September 2019 – 07 June 2020</td>
<td>£5,665</td>
<td>£16,995</td>
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<tr>
<td>3</td>
<td>06 January 2020 – 14 August 2020</td>
<td>£5,665</td>
<td>£16,995</td>
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<tr>
<td>2</td>
<td>06 January 2020 – 07 June 2020</td>
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<tr>
<td>2</td>
<td>23 March 2020 – 14 August 2020</td>
<td>£5,665</td>
<td>£11,330</td>
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### University of London Graduate Diploma

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<th>Per term</th>
<th>Annually</th>
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<tbody>
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<td>£6,122.50</td>
<td>£24,490</td>
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<tr>
<td>3</td>
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<td>£6,330</td>
<td>£18,990</td>
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*This is a guide only. Your full payment plan is available on request. Other costs will apply depending on the Programme of Study (e.g. Lab Fees, postage, exam fees or Student Insurance Cover). Please contact the Main Office for further details.

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**Fee payment information**

We want to make paying your fees as easy as possible. You have paid your deposit and secured your place. Tuition and accommodation fees (if applicable) for each term of study at the Centre are due 30 (thirty) days BEFORE the start of each term. All fees are payable in GBP (pounds sterling). Please note: failure to pay fees by the due dates set by the centre can result in you being suspended, withdrawn from the programme and Academic Statements withheld.

### Fees can be paid via the following payments

**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.

Visit www.flywire.com/pay/oncampus to get started.

**Credit card (including Visa/MasterCard or debit card)**

We do not accept American Express.

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 341308

Please note the centre cannot accept cash payments.

**Direct transfer of funds**

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

An additional £12 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.

**Sponsors**

If your employer or government sponsors your study, we will require a letter from them confirming the following details:

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

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

**Refunds**

Acceptance of an ONCAMPUS London offer on payment of the minimum stated deposit constitutes a binding contract between the student and ONCAMPUS London. Tuition fees are generally non-refundable – for full information please go to https://www.cambridgeeducationgroup.com/about-us/ceg-refund-policy.htm. Should a student be refused a visa, evidence of refusal and a written application to withdraw must be made available to ONCAMPUS London before any refund can be initiated. ONCAMPUS London will check with the appropriate British Embassy/High Commission that the refusal is genuine and will charge an administration fee of £100 if a refund is given. Tuition fees are non-refundable after the course has begun. Any notice to withdraw or cancel must be made in writing. If the cancellation is received before the start of term we will charge the forthcoming term’s tuition fees. If the cancellation is made after the start of term then we will charge both the current term’s and the following term’s tuition fees.

Any students withdrawing from an ONCAMPUS London programme of study will be reported to the UK Visas and Immigration and British Embassy/High Commission in their home country as a curtailment of their programme. ONCAMPUS London reserves the right to withdraw a previously available programme of study at its own discretion. Where a student is unable to enrol in a similar course at ONCAMPUS London and the enrolment is cancelled then all fees will be refunded.

A summary of refund criteria is available at www.oncampus.global/ugc-1/1/3/0/refund_criteria.pdf

**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 translations)

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. 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.).

Lloyds Bank offers an online registration for opening a bank account. That way you can save time by completing your personal information and booking an appointment online.

**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**

You do not need to bring a lot of study materials with you to the UK, though of course a laptop computer will be almost essential for researching, preparing assignments and studying. You will have the opportunity to buy course books here in the UK, as well as any other study materials you need. In advance of coming to London, we recommend practising your English language skills as often as possible, especially by reading as much as you can in English. You should also read your course outline, so you know what to expect when you arrive.

**Climate**

The UK rarely has extremely hot or extremely cold weather, but it can be very changeable, so you should be prepared for different types of weather. Between November and March, it can frequently be rainy and sometimes quite cold too. A warm coat, hat, scarf, gloves and an umbrella are a good idea. It also gets dark early at this time of year. Summers can occasionally be showery and cloudy, but are mostly pleasant and only very rarely very hot. The days in summer are long and it stays light until late in the evening.  

www.metoffice.gov.uk/climate

<table>
<thead>
<tr>
<th>Term</th>
<th>Average temp (max °C)</th>
<th>Average temp (min °C)</th>
<th>Average temp (max °F)</th>
<th>Average temp (min °F)</th>
<th>Total rainfall (mm)</th>
<th>Total rainfall (inches)</th>
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<tbody>
<tr>
<td>March to May</td>
<td>13</td>
<td>8</td>
<td>55</td>
<td>46</td>
<td>160</td>
<td>6</td>
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<td>(Spring)</td>
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<tr>
<td>Jun to Aug</td>
<td>18</td>
<td>16</td>
<td>64</td>
<td>60</td>
<td>160</td>
<td>6</td>
</tr>
<tr>
<td>(Summer)</td>
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<tr>
<td>Sept to Nov</td>
<td>16</td>
<td>8</td>
<td>60</td>
<td>46</td>
<td>150</td>
<td>5</td>
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<tr>
<td>(Autumn/ Fall)</td>
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<tr>
<td>Dec to Feb</td>
<td>6</td>
<td>5</td>
<td>40</td>
<td>43</td>
<td>160</td>
<td>6</td>
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<tr>
<td>(Winter)</td>
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**CHECKLIST**

**Preparing to come to London**

- 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 check https://www.gov.uk/tb-test-visa for listed countries

**Before you leave**

- Check your transfers if you are travelling independently
- 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
- 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

*Documents including:
  - Offer Letter
  - IELTS certificate or original English language test result
  - CAS Statement (if required)
  - Original supporting academic documents
  - Financial documents used in your visa application
  - TB certificate (if applicable)
  Please check https://www.gov.uk/tb-test-visa for listed countries

Please check https://www.gov.uk/tb-test-visa for listed countries
WHAT TO EXPECT ON ARRIVAL IN THE UK

Immigration

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)

Remember to pack the documents in the list above in your hand luggage.

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.

Students from some countries may be asked to have a chest x-ray before collecting your luggage – you can check if this will apply to you with your local British Council.

If you experience any problems at Passport control, please contact Annie Zhou ONCAMPUS Student Recruitment & Support Officer—Compliance on +44 (0) 207 631 6643

If you need to contact centre staff in an emergency outside of office hours please call: +44 (0) 773 032 1449

Use of eGates
If you are a citizen of Australia, Canada, Japan, New Zealand, Singapore, South Korea or USA, and wish to use the eGate when entering the UK, please read the message below before arriving in the UK:

- If you are entering the UK under Tier 4 route or Short-term Study route (11 months) then you may be eligible to use the eGates. However if you do use the eGates, you may be required to show relevant evidence of your first entry into the UK such as a boarding pass or travel booking confirmation to complete your Right to Study or Right to Rent checks. Therefore you are advised NOT to use the eGates in order to obtain an entry stamp in your passport upon your first entry into the UK under your new visa.

Should you have any questions regarding the use of eGates, please contact our Immigration Compliance Team at visahelp@ceg-uk.com

Once you have your Student Confirmation letter from Induction:

- Check into your accommodation
- Register with the police (if applicable)
- Register with doctor/health centre and
- Open a bank account

WHAT TO DO WHEN YOU ARRIVE

- Tell your family you’ve arrived
- Attend induction and Enrol (remember to bring the original documents listed on page 18)
HOW TO GET HERE

Taxi
Plan ahead and book a taxi before leaving your country. Email us at liveinlondon@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 accommodation.

by train from London Gatwick
There are various routes from London Gatwick Airport to the University. The most convenient way is a direct Thameslink train from the airport to London Bridge station, from which you can transfer to the London Underground.

by train from London Heathrow
Heathrow Airport is the main international airport for London. From Heathrow you have two options:
1) Take the London Underground all the way to the University, the closest station is Goodge Street on the Northern Line (the cheaper option). For more information, visit the London Underground website: www.tfl.gov.uk/tube/  
2) take the Heathrow Express to London Paddington rail station and then transfer to the London Underground.

by train from London Stansted
A number of airlines, including some cheaper (‘no-frills’) airlines fly to Stansted Airport and you may find a cheaper flight to the UK via this airport. Train transfers into London Liverpool Street station are available on the Stansted Express.

HOW TO FIND US

Underground stations
Take the Piccadilly line to Russell Square station, and proceed to the college by foot.

Bus stops
Bus stops and routes within a short walk include:
- Gower Street (for bus services 24, 29, 73, 134)
- Russell Square (for 59, 91, 688, 168, 188)
- Tottenham Court Road (10, 24, 29, 73, 134)

Walking route from Russell Square
Turn left out of Russell Square station onto Bernard Street, and walk straight ahead to the traffic lights - you should see HSBC ahead of you on the right.
Cross the road, and walk along the northern edge of Russell Square for approximately 400 metres.

Before the road bears left, turn right and follow the pedestrian route through SOAS.
You will see a set of steps on your right – walk up onto Torrington Square, the main entrance to Birkbeck is on your left.

Address: Room G10 at Birkbeck, University of London, Malet Street, London WC1E 7HX
ENROLMENT AND INDUCTION

Induction programme – enrolment

Enrolment is an essential part of your induction. After you enrol, you are officially a student of ONCAMPUS London.

You will need to arrive for your enrolment at ONCAMPUS London at 9:00am on the first day of term.

You will need to bring the following documents when you attend enrolment:

• Your original passport
• Your visa
• Your ONCAMPUS offer letter and Certificate of Enrolment/Confirmation of Acceptance for Studies statement (CAS)
• Your Original certificates/transcripts (for example High School Certificate, AS-level results, IELTS Certificate, first degree certificates and other qualifications) as shown on your CAS statement
• Original BRP (if collected)
• Your UK address, telephone number and e-mail address
• Details of someone to contact in case of emergency (next of kin).
• Proof of payment or financial guarantee.

Please remember: ONCAMPUS London will only accept original documents.

Failure to bring the above may result in a delay to your starting the course, thus damaging your academic progress.

During the induction programme, we will give you:

• your timetable
• a copy of the Student Status Confirmation Letter. You will need this to register with the police, register with a doctor [GP], and open a bank account.
• If you need additional letters please email London-reception@oncampus.global and include your name, CEG number, UK address and the purpose of the letter.
• a meeting with a member of the academic team and your personal tutor so that you can choose your academic modules for the semester and discuss plans for your progression degree.
• key dates for the upcoming term, to help you plan your time at ONCAMPUS London.

Registering with the Police

Certain international students that come to study in the UK will be required to register with the police within 7 days of their arrival in the UK. Please check your visa sticker (or any Home Office letter showing the requirement to register and accompanying your BRP card) to determine whether you are required to register. In London, police registration is completed at the Overseas Visitors Records Office.

Location and opening hours

The address of the Overseas Visitors Records Office (OVRO)
323 Borough High Street
London, SE1 1JL
Tel: 0207 230 1208

Opening hours: Weekdays 9am – 4pm except Thursdays

Borough Station is the nearest underground station and is served by the Northern Line.

What you need to know

To register, you must take the following with you:

• a copy of the identity page of your passport
• £34 in cash (try to take the exact amount)
• a copy of the Visa page from your passport
• A copy of both sides of your BRP [if applicable]
• two passport sized photographs
• completed OVRO Registration Proforma https://bit.ly/2JELnAg

Once you have registered, you will be given a Police Registration Certificate. You will need to bring this into the school office for us to make a copy for our records. You should keep this throughout your time in the , as you will need it in the event you wish to extend your visa from the UK. The can also be used as an identity document in certain circumstances. In the event you change your address or obtain a new visa, you must update your by reporting to your local police station [ie. you don’t necessarily need to go to Brandon House]. This must be done within 7 days of you moving.

Looking after your health

Under new regulations, you may need to pay a healthcare surcharge [called the ‘immigration health surcharge’) as part of your immigration application. You’ll then be able to use the National Health Service (NHS). You can visit https://www.gov.uk/healthcare-immigration-application/overview for more information. Once you have paid the surcharge and enrolled with us, you will have the same rights to healthcare as a UK resident. This means that you can register with a GP (local doctor), receive hospital treatment, treatment for pre-existing conditions and full maternity services. You have to pay for dental (teeth) services. In addition, optical (eye) services are not available on the NHS so you may have to pay for them.

International students who meet the following three conditions may be entitled to a range of free healthcare services under the NHS (the National Health Service):

• be registered on a full-time course
• be on a course delivered by a recognised institution
• be enrolled on a course for six months or more in duration.

Students who do not meet these conditions are only entitled to emergency treatment from the NHS.

In order to access these free services, students must register with a doctor (GP). You should register with a GP as soon as you begin your studies in London. Do not wait until you are unwell as it will prove to be difficult to receive immediate treatment.

You are advised to register with a GP close to your residential address in London. To find your nearest GP, visit www.nhs.uk, click
on GP in the ‘services near you’ section and enter your postcode. Choose a GP that is open in the evenings and on Saturdays, so you can arrange appointments around your timetable.

To register:
• visit your GP practice https://www.nhs.uk/Service-Search/GP/LocationSearch/4
• present your ONCAMPUS London student status confirmation letter
• complete registration forms
• request a male or female doctor
• you will be sent a medical card with your NHS number by post - Keep this card safe apply to all students.

Dentists near Birkbeck
Dentist clinics are available everywhere. You might be entitled to a discount. Ask the receptionist about how to apply for student exemption.

Pharmacies near Birkbeck
Some medicines are only available on prescription, i.e., with a doctor’s authorisation. However, there are a lot more medicines available over the counter.

Boots the Chemist
16-17 Tottenham Court Road
Bloomsbury, London, W1T 7RJ
020 7580 3525

Council Tax
Students registered full-time at ONCAMPUS London are generally entitled to claim a discount or exemption from Council Tax. Please see a member of the office staff to obtain a Student Status Confirmation Letter.

Staying safe
London is a large city and observing a few basic rules could help you avoid being a victim of street crime.

Street robbers identify students as particularly easy targets as they often have expensive equipment such as laptops, music players, iPods and mobile phones. Muggers view those who are unfamiliar with their local surroundings as being particularly easy to intimidate. By following some simple guidelines, you can avoid becoming a victim.
• appear confident; it is one of the best ways of staying safe. It’s a fact that confident people are less likely to be mugged or assaulted, so when you’re walking alone try to look alert and walk tall.
• be aware of your surroundings; plan where you’re going and how you’re going to get there. It’s also worth letting other people know where you’re going and when you expect to get back - if you change your plans remember to let them know.
• if you’re planning any journey on foot, even just a short walk, plan your route in advance...
so that you don’t appear lost.
• carry a mobile phone with you, and have useful numbers programmed into your phone for speedy access.
• stick to busy, well-lit places. Avoid underpasses or shortcuts unless the lighting is good and you’re confident they’re safe.
• if you can, avoid walking alone at night, especially in unfamiliar places.
• wear comfortable clothes and shoes that are easy to move in. Carry your bag slung across your body with any zips or openings on the inside.
• if you think you’re being followed on foot, cross a road and keep walking. If you still think you’re being followed make for somewhere busy and well lit.
• avoid carrying large amounts of cash.

https://www.met.police.uk/cp/crime-prevention/violence/stay-safe/

Opening a bank account
We strongly recommend that you open a bank account in the UK. Time is given for this during the Induction Programme. To open a UK bank account you will need:
• proof of identity (passport)
• proof of address (letter or receipt from your landlord/Accommodation Office or utility bill)
• opening deposit

• Student Status Confirmation Letter (this will be provided to you during the induction programme)
If you need additional letters please email London-reception@oncampus.global and include your name, CEG number, UK address and the purpose of the letter.

Nearby banks:
HSBC
1 Woburn Place, Russell Square, London WC1H 0LQ
39 Tottenham Court Road, London W1T 2AR
Barclays
73 Russell Square, London WC1B 5BG 190 Tottenham Court Road, London W1A 3AT
Santander
164-167 Tottenham Court Road, London W1T 7JE
Lloyds TSB
Southampton Row, London WC1R 5HR 107 Shaftesbury Avenue, London W1D 5DA
Metro Bank
227 Tottenham Court Rd, London W1T 7QF
Natwest Bank
45 Tottenham Court Rd, London W1T 2EA
Please note that some banks will charge a monthly fee for your current account. Before opening a bank account, we advise you to make a decision based on the features of the different accounts available. Don’t be afraid to ask for help.

Cash points
Most of us use cash-points (ATM, the hole-in-the-wall) from time-to-time. To avoid losing your money at a cash point:
• never write down your personal identification number (PIN)
• do not let anyone see you input your PIN, and if you are interrupted or distracted by anyone when using a cash machine, cancel the transaction and try to recover the card.
• where possible, only use cash-point machines at reputable banks (Barclays, NatWest, HSBC etc.) and supermarkets (Tesco’s, Sainsbury’s etc.). Avoid, where possible portable cash-machines.
• if your card is not returned by the cash machine, report it to your card issuer immediately.

Emergency
Police/Fire/Ambulance EMERGENCY number 999 or 112
Victim Support: 0845 30 30 900 – www.victimsupport.org.uk helps people cope with the effects of crime. There are separate advice sections for people living in England and Wales, Scotland and Northern Ireland.
Crime stoppers
0800 555 111 – www.crimestoppers-uk.org is an independent UK-wide charity working to stop crime. You can call them anonymously.

ONCAMPUS Student Portal
The Student Portal is our student intranet and gives you access to your own personal page.
Go to http://my.oncampus.global/ and log-in to:
• Check your personal information
• View your timetable
• Monitor your attendance
• View your exam entries and results
• Access your emails.
You will be given your username and password during induction and you need to make sure that you can log in and access your e-mail.
Open your Student Portal account and on the top left hand side of the screen you will see an envelope icon which is labelled ‘College Webmail’. Click this and you will be taken through to your e-mail inbox. You can also access your e-mail on a smart phone and the office staff can assist you with this.
You are advised to access your ONCAMPUS e-mail account daily, as important information and notices will be sent to this address.
YOUR RESPONSIBILITIES

General Rules
Attendance at all classes and examinations is compulsory. We expect 100% attendance and commitment from all students. You are required to attend Monday to Friday from the first day of term until the last day, including any examination and resit weeks.

If you do not maintain an attendance level of above 90%, you will have disciplinary action taken against you and in severe cases this can result in exclusion from your examination or termination of your programme of study.

If you encounter problems of any nature, which prevent you from attending classes, you must inform the Attendance Officer as soon as possible.

Lateness
If you arrive after the scheduled start of the class you may be marked as “Late” or not permitted entry for your class.

Religious/Cultural holidays
As a multicultural education centre, ONCAMPUS has respect for all faiths. We may authorise one day’s absence for religious holidays at the discretion of the Centre Head.

Planned Absence
If you know about your absence in advance, for example if you have a doctor/dentist/embassy appointment, you must submit “Absence Request Form” along with evidence of your appointment (appointment card or medical certificate). This form would need to be authorised and signed off before your absence takes place.

Illness
If you are ill, you MUST contact the Attendance and Welfare Officer on the morning of your absence.

Phone: 0207 631 6098
Email: london-attendance@oncampus.global

You can self-certify your sickness for up to two consecutive days. For absences longer than two days, you will be required to provide a sick note from a doctor registered with the General Medical Council (GMC).

Your responsibilities as an ONCAMPUS student
As an education provider holding a Tier 4 licence, ONCAMPUS is legally required to ensure Tier 4 students understand and comply with the conditions of their visa. You may be on a Short-Term Study visa or have the permission to study as a European Citizen or as a dependant / parent / spouse. As a student, you still have responsibilities relating to regular attendance on your course, and will be monitored in the same way as students under Tier 4 visas.

You are required to follow the below rules:

- Enrol at the right time on your programme at ONCAMPUS as stated on your offer letter, and return on the first day at the start of each term. If you are on a Tier 4 Student visa and you have not enrolled by the stated enrolment deadline, ONCAMPUS are obliged to report this to the UK Visas and Immigration (UKVI).
- Inform ONCAMPUS of any letters and/or e-mails or other messages you receive from the Home Office and/or UKVI.
- If you arrive with evidence of a pending visa application, you must inform ONCAMPUS of any correspondence you receive from the UKVI.
- If you do not attend your course regularly, ONCAMPUS will be obliged to withdraw you (and if you are a Tier 4 student - report you to the UKVI). ONCAMPUS is also obliged to inform the UKVI if a Tier 4 student chooses to withdraw from their course, defer or suspend.
- You must keep ONCAMPUS informed of any changes to your contact details throughout your studies with us (phone number, email address, postal address). If any of your contact information has changed, you will need to complete a “Change of Contact Details” form, which is available from our office.
- You must not breach the work conditions of your visa. No Tier 4/Short-Term Study students enrolled on ONCAMPUS courses are permitted to work.
- You must inform ONCAMPUS immediately of any changes in your personal circumstances (change of visa, marriage/civil partnership, birth of a child in the UK, change in dependent circumstances etc.)

Penalties
Penalties for failing to comply with the above may be severe and long lasting. They may include your removal from the UK and/or your exclusion from the UK for a number of years.

ATTESTATION
STUDENT SUPPORT AND ADVICE

Personal Tutors
Every ONCAMPUS student is allocated a Personal Tutor who is a member of the academic staff. The Personal Tutor will meet students in small groups and is available for one-to-one support as well.

The group sessions will provide you with practical information to help you navigate life in London and at Birkbeck. They can also act as a liaison between you and other staff members.

Disability
For the purpose of this statement, disability is defined as: “A physical or mental impairment with substantial and long term adverse effect on normal day to day activities.”

The centre ethos is to provide a high-quality educational experience, designed to ensure that students excel both academically and personally. As such, we aim to ensure that all students are treated as individuals and that needs are met accordingly. Those students that are within the scope of the definition of disabled will be supported with regard to integration into both the pastoral and academic programmes.

Making international calls
Keeping in touch with your family and friends at home is important. You should make sure that you have a way of communicating with them regularly. Today’s technology makes this very easy. Your options include using the internet, international dialling cards and mobile phones. The option that works best for you will depend on your individual circumstances and you should look at which method is the most cost effective and practical.

Software such as Skype allows you to call landlines, mobile phones and other Skype users over the internet. Calls between Skype users are free of charge. Call rates from a Skype user to a landline and mobile phone vary, depending on country.

Culture Shock
Leaving home and travelling to study in a new country can be a stressful experience. Even though it may be something you have planned and prepared for, the extent of the change and the effects it has on you may take you by surprise. If you find that you are surprised by the effects of the change, it might be helpful to realise that your experience is quite normal. This applies whatever country you come from, and wherever you are going to study, even though some cultures are more similar than others because of geographic, historic, demographic and other factors.

Culture shock is entirely normal, usually unavoidable and not a sign that you have made a mistake or that you won’t manage. In fact there are very positive aspects of culture shock. The experience can be a significant learning experience, making you more aware of aspects of your own culture as well as the new culture you have entered. It will give you valuable skills that will serve you in many ways now and in the future, and which will be part of the benefit of an international education. If you would like to talk to someone then contact your personal tutor, office staff or any student support services at ONCAMPUS London.

Security and insurance
London is a city with a large population, and we suggest that you are careful in managing your personal security. Common sense measures, such as not walking alone at night, will help to keep you safe. In addition, we recommend you take out a comprehensive insurance plan to protect your belongings during their period of study at ONCAMPUS London. It is your responsibility to make sure that your possessions are sufficiently insured.

Gifts for staff
Please note that centre staff cannot accept gifts from students.

Student representatives
Tutors from each programme will nominate students they think will be good student representatives. This important role can help you gain valuable skills and experiences for your CV.

The main duties will include:
• giving feedback on the quality of teaching and learning at ONCAMPUS
• representing your student group
• organising social activities for students
You will:
• gain experience in how universities work
• learn how to work with others as part of a team
• develop personal and professional skills
• improve your communication skills.

Mobile phones
A number of mobile phone operators cater for the needs of international students. These companies, including Nomi and Lebara, offer very cheap calling rates to a number of countries overseas.

...
STUDENT OYSTER PHOTOCARD

Students over 18
As a student at ONCAMPUS London, you are eligible for an 18+ Student Oyster photocard

Why should I get one?
A Student Oyster photocard will entitle you to a 30% discount on adult Travelcards and bus and tram passes valid for seven days, one month or longer periods. You can use a Travelcard on all Tube services and the majority of London’s bus services in zones 1 – 6. If you use public transport frequently (e.g., a few times a week, or daily), buying a Travelcard is much cheaper than buying single tickets.

Types of Travelcards and sample prices

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<th>Monthly</th>
<th>Annual</th>
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<td>£24.50</td>
<td>£94.10</td>
<td>£980.00</td>
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<tr>
<td>1-4</td>
<td>£35.30</td>
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<td>£44.90</td>
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Without Student Oyster photocard

<table>
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<tr>
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<th>Weekly</th>
<th>Monthly</th>
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<tr>
<td>1-2</td>
<td>£35.10</td>
<td>£134.80</td>
<td>£1,404.00</td>
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<tr>
<td>1-4</td>
<td>£50.50</td>
<td>£194.00</td>
<td>£2,020.00</td>
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<tr>
<td>1-6</td>
<td>£64.20</td>
<td>£246.60</td>
<td>£2,568.00</td>
</tr>
</tbody>
</table>

How do I get a Student Oyster photocard?
To apply for your student oyster card, visit https://photocard.tfl.gov.uk/tfl/showLogon.do?selection=student#middle
On the drop down menu, type in ‘ONCAMPUS London’
To complete your application, you will need:
• your university enrolment number. This is your CEG number (CEG08******)
• your course dates
• an electronic passport photo (your face must be clearly visible)
• a debit or credit card to pay the £20 application fee.

Under 18s
You can apply for a 16+ Zip Oyster Card which gives you 50% off adult fares on bus, Tube, DLR, London Overground, TfL Rail and most National Rail services
To apply, visit https://tfl.gov.uk/fares/free-and-discounted-travel/16-plus-zip-oyster-photocard

AROUND CAMPUS...

Police station
10 Lambs Conduit Street, WC1N 3NR
(Urgent incidents can be reported with Birkbeck Reception or on 0207 631 6031)

Banks
Barclays Bank plc
6 – 17 Tottenham Court Road, W1T 1BE
HSBC Bank plc
1 Woburn Place, WC1H 0LQ
(opposite Russell Square tube station)
Lloyds Bank
88 Tottenham Court Rd, Bloomsbury W1T 4TH

Multi-faith prayer room
Birkbeck, Main building, Room B06.
SOAS, Room L65 and B105 (women) – main building, V220 – Vernon Square campus (You will need your Birkbeck student card to enter).

Library
Birkbeck, ground floor. Main building.
(Opening hours: Mon – Sun 8.45am – 11.45pm)
To access the library you will need your Birkbeck student card and a copy of your passport or BRP card.

Birkbeck computer facilities – main building
There are a large number of computer rooms at Birkbeck you can use, most of which are open 18 hours a day. They are located in rooms 313 and 413. To access these computers you will need your Birkbeck username and password.

Underground stations
Russell Square
(Piccadilly line), 5 minutes walk
Goode Street
(Northern line), 7 minutes walk

Tottenham Court Road
(Central and Northern line), 11 minutes walk

Mainline train stations
Euston
(for Birmingham, Manchester & Glasgow)
King’s Cross
(for Leeds, Cambridge & Edinburgh)
St Pancras
(for international rail services to Paris & Brussels)

Supermarkets
Waitrose
Brunswick Centre, WC1N 1BS
(wide-range, a little expensive)
Tesco Express
40 Bertrand Street, WC1N 1QJ opposite Russell Square tube station

Restaurants
Terrace 5
Fifth floor, Birkbeck Main building.
Opening Hours: 8.15am – 8pm (term time)
Perch
Malet Street, WC1E 7HY – cafe on the ground floor. Opening hours: 8am – 10pm, Monday - Friday

Post Office
33 Marchmont St
London WC1N 1AP (near the Brunswick centre)

Sexual Health information
56 Dean Street
Soho, W1D 6AQ
www.dean.st
TEACHING BUILDINGS

Birkbeck Main Building, Library & Student Central, Birkbeck, University of London
Malet Street, Bloomsbury
London, WC1E 7HX

25 – 26 Russell Square Birkbeck, University of London
London, WC1B 5D

30 Russell Square, Birkbeck, University of London
Bloomsbury, London, WC1B 5DP

39 – 47 Gordon Square, Birkbeck, University of London
London, WC1H 0PD
POINTS OF INTEREST

THE SURROUNDING AREA

01. **ONCAMPUS LONDON AT BIRKBECK UNIVERSITY OF LONDON**

02. **BRITISH MUSEUM**

Dedicated to human history and culture. Its permanent collection, numbering some eight million works, is among the largest and most comprehensive in existence.

0.3 miles | 6 mins | 9 mins

03. **THE NATIONAL GALLERY**

Founded in 1842, it houses over 2,300 paintings dating from the mid-13th century to 1900. Entry to the main collection is free of charge.

1.1 miles | 22 mins | 69 mins

04. **THE BRITISH LIBRARY**

The library is a major research library, holding over 150 million items from many countries, in many languages and in many formats, both print and digital.

0.8 miles | 13 mins | 6 mins

05. **VICTORIA AND ALBERT MUSEUM**

The world’s largest museum of decorative arts and design, housing a permanent collection of over 4.5 million objects. Founded in 1852, it was named after Queen Victoria and Prince Albert.

3.6 miles | 21 mins | 33 mins

06. **THE NATURAL HISTORY MUSEUM**

The museum is home to life and earth science specimens comprising some 70 million items within five main collections: Botany, Entomology, Mineralogy, Palaeontology and Zoology.

3.8 miles | 23 mins | 35 mins

07. **SCIENCE MUSEUM**

A major London tourist attraction which attracts 2.7 million visitors annually. Like other publicly funded national museums in the UK, the Science Museum does not charge for admission.

3.8 miles | 22 mins | 38 mins

08. **TATE MODERN**

Britain’s national museum of international modern art. Each year, more than 5 million visitors visit to view some of the most famous (and bizarre) artworks in the world.

2.6 miles | 14 mins | 33 mins
WHAT’S GOING ON IN THE CITY?

London is one of the most culturally diverse cities in the world. With over 240 museums, numerous art galleries, a variety of festivals throughout the year and a huge range of music venues for you to choose from, there are simply too many to mention. Here are some suggestions:

**Parks**
London boasts many beautiful parks. Regents Park and Primrose Hill are perfect for a stroll or picnic with friends. The popular Diana Memorial Walk crosses St James’ Park, Green park, Hyde Park and Kensington Gardens. Or try St. James’ Park for a fantastic view of Buckingham Palace.

Other parks include
- Greenwich
- Richmond
- Battersea
- Eltham Palace
- Hamstead Heath
- Clapham Common

**Changing of the Guard**
The changing of the Queen’s Guard takes place outside Buckingham Palace every day at 11.30am in the summer and every other day in the winter. Get there early for a good view!

**Art Galleries**
London is home to many outstanding art galleries, which offer free entry, including the Tate Modern, the National Portrait Gallery and the National Gallery.

**Street markets**
Wander around many of London’s street markets, selling anything from food to flowers or vintage clothing and antiques. Popular markets include:
- Borough
- Portobello Road
- Camden
- Covent Garden
- Brixton Village
- Brick Lane
- Notting Hill
- Greenwich Cutty Sark
- China Town

**Go to the recording of a TV show**
If you want to be in the audience for a TV show, you can sign up for free tickets. Visit [www.bbc.co.uk/tickets](http://www.bbc.co.uk/tickets) or [www.tvrecordings.com](http://www.tvrecordings.com) for details.

**The Young Vic shows**
The Young Vic shows present a wide variety of classics, new plays, forgotten works and music theatre. Residents of Lambeth and Southwark can see a Young Vic show for free. Get involved with 2 Boroughs. [www.youngvic.org/taking-part/two-boroughs](http://www.youngvic.org/taking-part/two-boroughs)

**Southbank**
Take a stroll along the Southbank for a first class view of some of London’s major landmarks including the London Eye, Big Ben and the fantastic skyline showing St Paul’s Cathedral.

**Museums**
London is home to some fantastic museums including the Victoria & Albert, the Science Museum, the Imperial War Museum and the Natural History Museum – all free to enter.

**Music**
There are many places across the capital where you can regularly enjoy free music, recitals and entertainment, including the Southbank Centre, Trafalgar Square and the Royal Opera House. Visit the bustling areas of Soho and Shoreditch for vibrant nightlife.

**Theatres and Cinemas**
Check out the following areas for the best of London’s shows
- West End
- Soho

**Shopping**
London is a shopaholic’s dream.
The centre of the city’s retail industry is located around Oxford Street, with the highest concentration of shops in Europe. Visit New Bond Street, Westfield London or Westfield Stratford City for luxury brands and high fashion, Regent Street for more individual stores and Tottenham Court Road for electrical and high-tech items.

- Covent Garden
- Shaftesbury Avenue
- The Strand
- Waterloo

Cinema premieres take place at Leicester Square and the IMAX at Waterloo is home to the UK’s biggest screen. Other branches of cinema complexes across the city include:
- Odeon
- Cineworld
- Vue
- Picturehouse
CONTACT DETAILS

Centre address
ONCAMPUS London
Birkbeck College, University of London
Malet Street, Bloomsbury
London
WC1E 7HX
london@oncampus.global

Contact us
Student timetables
london-timetabling@oncampus.global

Attendance questions
london-attendance@oncampus.global

Assessment questions
london-assessment@oncampus.global

UCAS application or progression to University questions
HE-London@oncampus.global

Transcript questions
London-transcript@oncampus.global

Student confirmation letter requests
London-reception@oncampus.global

If you need to contact centre staff in an emergency outside of office hours please call: +44 (0)7730 321449