

**ONCAMPUS
READING**



**University of
Reading**

PRE-ARRIVAL GUIDE 2018/19



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WELCOME

Dear Student

Welcome to **ONCAMPUS** Reading, we are very much looking forward to meeting you.

ONCAMPUS 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.

We look forward to seeing you in Reading very soon!
The **ONCAMPUS** Reading team

Nicolas Athinodorou - Centre Head
nathinodorou@oncampus.global



VISA INFORMATION

1. 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.

2. 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.

3. 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.

4. 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

5. Arriving late

You will need to enrol at **ONCAMPUS** Reading 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.

6. Withdrawing from your course

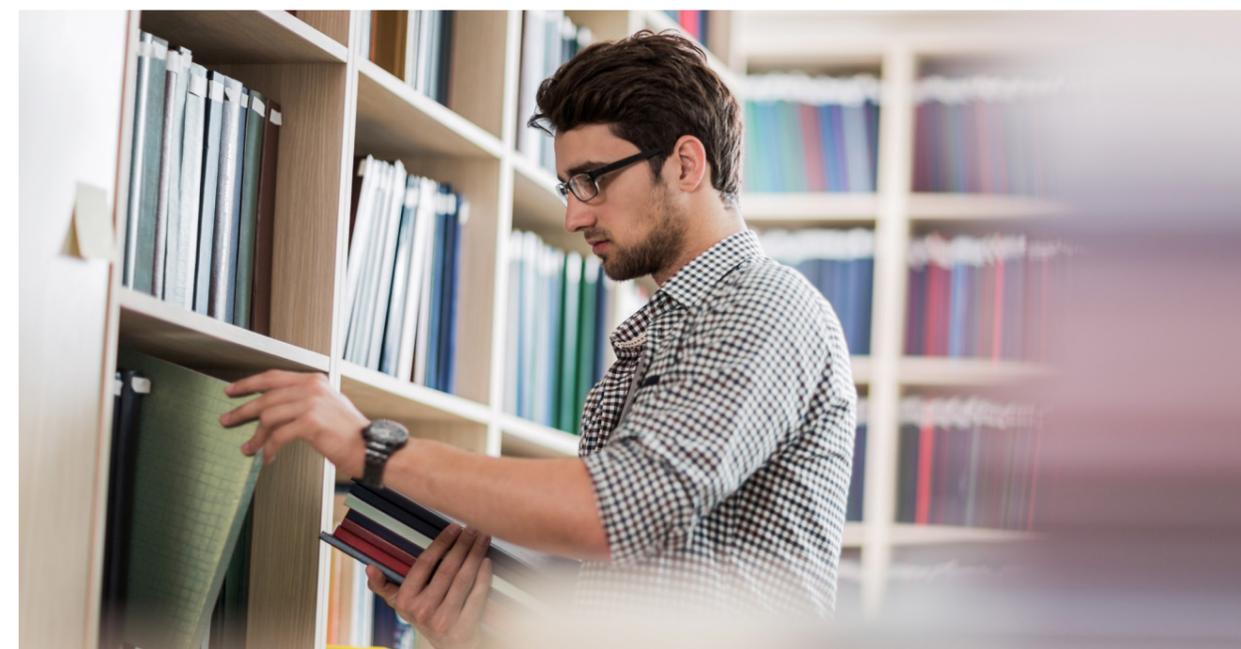
If you change your mind about joining our course or there are any circumstances that prevent you from studying with us, please inform the Admissions Team as soon as possible, so we can cancel your CAS.

7. 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.

8. Parental Consent for U18s

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.



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=0QnMBNzesmg>

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 the **ONCAMPUS** Centre Head at **ONCAMPUS** Reading.

TRAVEL AND MEDICAL INSURANCE

You should always take out insurance covering your journey to the UK as well as your stay. It should cover travel delays, medical emergencies and the cost of replacing any belongings if they are lost on your journey. We also strongly suggest you insure your possessions for the duration of your course to protect yourself in the unlikely event of theft.

If you are coming to the UK for a course longer than six months in duration, you will qualify for free health care under the National Health Service. You will be given information on registering with a doctor (GP) during your Induction Programme at **ONCAMPUS**.

If you are coming to the UK for less than six months, you should take out private medical insurance for the duration of your stay.

A medical insurance policy should cover, for example:

- ▶ Tuition fees lost if you are unable to complete your course;
- ▶ The cost of returning home if a relative is ill;
- ▶ The cost of a relative visiting you in the UK if you fall ill;
- ▶ The cost of returning to your home country for treatment.

Even if you are entitled to free National Health Service treatment whilst in the UK, you should consider taking out insurance which covers the above additional costs.

If you already have medical insurance in your home country, check whether this extends to cover your stay in the UK; if not, look at options available from UK insurers.

Endsleigh and Saxon specialise in travel and possessions insurance for international students, for more details visit:

www.endsleigh.co.uk

www.saxoninsurance.com

HOW TO GET HERE

Arrival Date

Students should arrive on the weekend before the arrival date, please check your CAS statement or confirmation of enrolment for further details.

You should arrive at: **ONCAMPUS** Reading, G01 Greenbank Building, University of Reading, London Road, Reading, RG1 5AQ.

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

DIRECTIONS TO LONDON ROAD CAMPUS



Airport

From London Heathrow (LHR) airport, you do not need to go to central London. You should take the RailAir coach to Reading. RailAir coaches depart from the Heathrow Central Bus Station. Coaches run frequently (every 30 minutes) and the journey to Reading station takes about one hour. You can purchase a single ticket for RailAir from Heathrow to Reading when you arrive at Heathrow for £19. This should be purchased from the National Express sales desk at Heathrow Central Bus Station. The alternative is to purchase an early bird return ticket for £15.50 online before you come to the UK. These can be purchased via the RailAir website at www.railair.com. However, you may find that sometimes credit/debit cards from outside the UK are not accepted on the website. From London Gatwick (LGW), there are trains to Reading from Gatwick Airport every hour. The journey takes about an hour and 15 minutes.



Train

From Central London, trains from London Paddington to Reading run approximately every 15-20 minutes throughout the day and the average journey time is around 30 minutes. For national rail enquiries, visit www.nationalrail.co.uk.



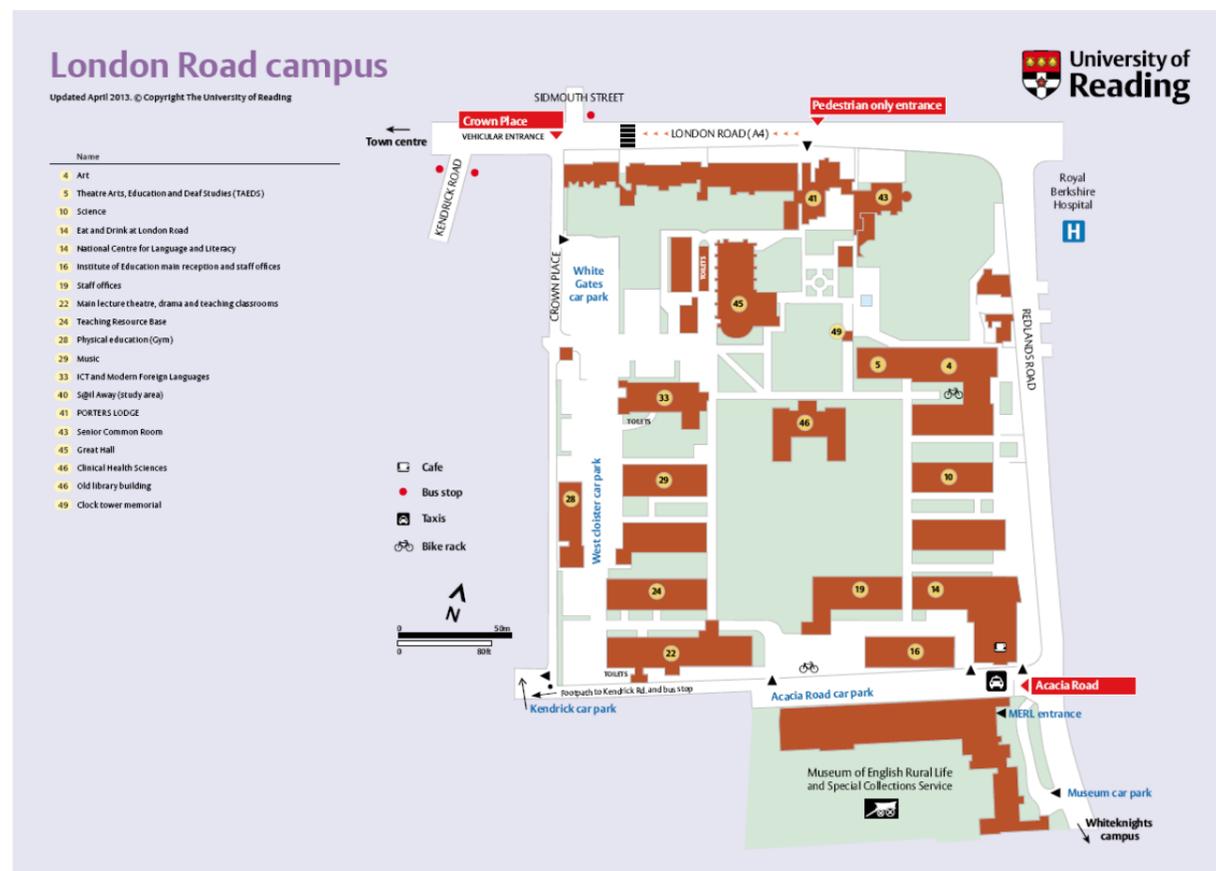
Bus

For coach travel across the UK to Reading, find out more at www.nationalexpress.com. From Reading town, you can take bus numbers 9 or 21 to the London Road Campus. For information on local bus travel within the Reading area, visit www.reading-buses.co.uk/university/.



Taxi

Please contact us at liveinreading@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 when you arrive at the University or in advance, so you will not need to have cash ready for the driver.



ACCOMMODATION

To book your accommodation please contact us at:
liveinreading@oncampus.global

ONCAMPUS Reading offers safe, secure, high quality, en-suite accommodation a five minute walk from the University's London Road campus and the Oracle shopping centre. Whiteknights campus and Reading train station and the town centre are a 15-minute walk away and bus links on London Road and Kendrick Road mean the outskirts of Reading are also very accessible

You'll enjoy an en-suite room, which has a private shower room with sink and toilet, a three-quarter sized bed and a large Wi-Fi connected study area. Your shared fitted kitchen and living area is an ideal space to relax with your flat mates.

All accommodation is subject to completion of a booking form, advanced rent payment of £3,300 and a £250 damage deposit (refundable after you have checked out).



*Crown House is owned and managed by UNITE students

CROWN HOUSE

Offers modern en-suite rooms with a ¾ sized bed and private bathroom.



A generous size study desk, study chair, drawers, bookshelf and wardrobe provides plenty of space.



With a large sized kitchen, eating area and lounge students can meet, cook and socialise with each other in a relaxed environment.

Perfectly located with ONCAMPUS Reading and the Oracle shopping centre less than a 5 minute walk away.



5 MINUTES AWAY



Student can also relax and enjoy time in a large common room with table tennis, pool and a flat screen TV. There is also a study room for students to meet and focus on their academics.



[Visit our website for prices](#)

PLEASE CONTACT LIVEINREADING@ONCAMPUS.GLOBAL FOR MORE INFORMATION

WHAT TO DO WHEN YOU ARRIVE



Pick up your keys for your accommodation. These should be collected directly from Reception at Crown House which is open 24 hrs a day. If you have not booked your accommodation yet, please contact the liveinreading@oncampus.global



Students should arrive at their accommodation from the 22nd September to ensure they are settled in a few days prior to the start of term which is 24th September.



You will need to arrive for your enrolment at **ONCAMPUS** Reading at 9:30 on the first day of term.



Make your way to the **ONCAMPUS** centre at **ONCAMPUS** Reading, G01 Greenbank Building, University of Reading, London Road, Reading, RG1 5AQ and wait in the reception area.



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

- passport and visa
- original academic documents
- original IELTS 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 prior to the start of the term of study. All fees are payable in GBP (pounds sterling).

Payment Deadlines* for your course:

- £4,995 before the start of first term
- £4,995 before the start of second term
- £2,795 before the start of third term (£4,995 less £2,200 deposit)

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

Fees can be paid via the following

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.

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 **ONCAMPUS** 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

Undergraduate Foundation Programme in Art and Design

Term 1 - 24 September 2018-14 December 2018

Term 2 - 07 January 2019 - 15 March 2019

Term 3 - 25 March 2019 - 09 June 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. In particular it is strongly recommended that you check with the Centre Head before booking travel home 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.



SAMPLE TIMETABLE

Induction

The timetable below 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.campus.global.

Click on the programme you are coming to study and you will find more information about what you will study.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10:00 - 11:00 Welcome Introduction Centre Head	9:30 - 12:30 INDUCTION & ENROLMENT DAY: UFP Registration, Pathway Academic Modules: Tutor Taster Sessions, Faculty Information Sessions			10:00 - 11:00 ORIENTATION DAY: Student support Visa advice Library tour Careers advice & Job shop
11:00 - 12:30 English Language Assessment				
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: Contact Details, Document Checklist Your Foundation Course, Studying at Reading Student Handbook, Campus Tour / Student Orientation	13:30 - 16:30 Student Documentation & Enrolment Interviews CONFIRM MODULES, Student Processes			Organised social event

SAMPLE TIMETABLE

Academic

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00 - 10:30	Subject 1 e.g. Design Portfolio	Subject 2 e.g. Art & Design	Subject 2 e.g. Art & Design	Subject 3 e.g. Skills for Art & Design	Subject 3 e.g. Skills for Art & Design
10:45 - 11:15				Tutorial	
11:15 - 12:15	Self-study: Language laboratory				
12:15 - 13:15	Lunch	Lunch	Lunch	Lunch	Lunch
13:15 - 13:45	Free time	Subject 2 e.g. Art & Design	Sports afternoon - play basketball	Subject 3 e.g. Skills for Art & Design	Subject 1 e.g. Design Portfolio
13:45 - 14:15	English - Vocabulary	Self-study: preparing presentation for Skills for Art & Design lesson on Friday			
14:15 - 14:45	English - Skills & Training			Guest lecture	Subject 2 e.g. Art & Design
15:00 - 16:30	English Preparation				
16:45 - 17:15	Self-study: library research for Design Portfolio coursework	English Preparation		English - Grammar	Subject 3 e.g. Skills for Art & Design
17:15 - 18:15	Subject 2 e.g. Art & Design			English - Vocabulary	Self-study: Grammar exercises
18:15	Debating society	Events at the Students' Union	Dinner with team friends	Prepare coursework for Art & Design	Meal with friends

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

The Undergraduate Foundation Programme in Art and Design does not require a portfolio. 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.

<http://www.worldweatheronline.com/reading-weather-averages/berkshire/gb.aspx>
<http://www.metoffice.gov.uk/climate>

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)	14	4	57	39	47	1.8
Jun to Aug (Summer)	22	10	71	51	41	1.6
Sept to Nov (Autumn/Fall)	15	6	59	43	60	2.4
Dec to Feb (Winter)	8	1	46	34	48	1.9

CHECKLIST

Preparing to come to ONCAMPUS Reading

- Make sure you have a valid passport
- Satisfy the conditions of your offer (if applicable)
- Obtain a visa
- Apply for your 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 transfers 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 Reading

- Tell your family you have arrived
- Register 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 Reading,
G01 Greenbank Building,
University of Reading
London Road
Reading
RG1 5AQ
United Kingdom
Email: Reading@oncampus.global

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