

**ONCAMPUS
SUNDERLAND**



**University of
Sunderland**

PRE-ARRIVAL GUIDE 2018/19



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WELCOME



Dear Student

Welcome to **ONCAMPUS** Sunderland, we are looking forward to meeting you very soon.

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. We are sure that you will quickly settle in to life at the university and understand the study options available to you in the future.

Rob Whitton - Centre Head

Telephone +44 (0) 191 515 3915

Mobile +44 (0) 7740 236 842



Steven Douglass—Deputy Centre Head

Telephone +44 (0) 191 515 3914



Gemma Campbell - Student Recruitment and Support Officer

Telephone +44 (0) 191 515 3916



Gordon Kay - Curriculum Information Officer

Telephone +44 (0) 191 515 3917



Olivia Palimeris – Student Support Assistant

If you need to contact centre staff in an emergency outside of office hours please call +44 (0) 7964 058 186

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



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 Sunderland 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
- ▶ Original academic documents and their official translations (for any documents that are not in English)
- ▶ IELTS Certificate
- ▶ Proof of accommodation
- ▶ 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 calmly. 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 Gemma Campbell, **ONCAMPUS** Student Recruitment & Support Officer on +44 (0) 191 515 3916 . If you need to contact centre staff in an emergency outside of office hours please call +44 (0)796 4058 186.

HOW TO GET HERE

By train and Metro - For the City Campus you can use the Metro services. A typical Metro journey from Newcastle to Sunderland takes 30 minutes. Newcastle airport has a Metro station, making the Metro the easiest way to travel to and from the airport from Sunderland. A typical journey from the airport to Sunderland takes 60 minutes. Sunderland has regular trains to London and other major cities in the UK. Travel times will vary depending on location.



Taxi

Please contact us at liveinsunderland@oncampus.global or telephone us on +44 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.



By bus - campus bus

The University operates a free campus bus available to staff and students. The Campus circular route stops at the Halls of Residences and Ashburne House as well as City and St. Peters Campuses. The Campus Express runs continuously throughout the day between City and St Peters Campuses.

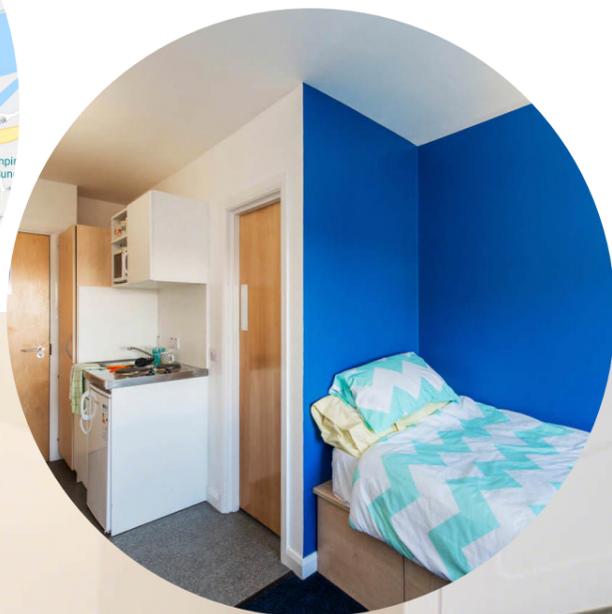
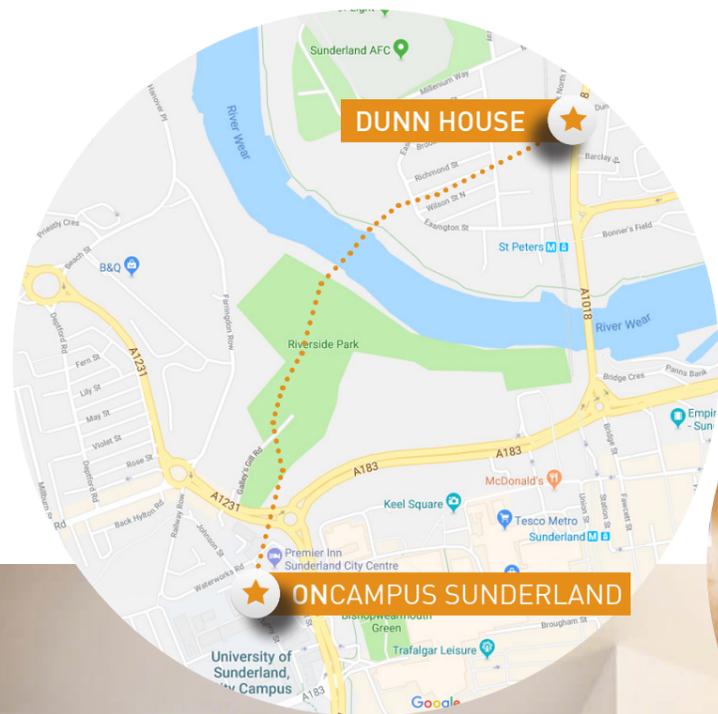
During holiday periods the Campus Express visits Ashburne House as the Campus Circular does not operate.

Students should arrive on the weekend before the arrival date, please check your CAS statement or confirmation of enrolment for further details. Please make sure your accommodation begins from the date you will arrive. You must also make sure that the University of Sunderland accommodation department is aware of when you will be arriving so that your room will be ready for you.

Once you have booked your flights, please email the following details to admissions@oncampus.global

- Flight number
- Flight arrival date
- Flight arrival time
- Airport you will be arriving at
- Airport transfer arrangement (how you will be going from the airport to your accommodation)
- Drop off location.

ACCOMMODATION



DUNN HOUSE

Offers single bed studio's with a private bathroom.



The room contains a single bed, study desk and chair, lamp, kitchen area with sink, two ring induction hob and a combination microwave grill.



Spacious common room with a pool table, games consoles, table tennis and study space.



Less than 20 minute walk to ONCAMPUS



Regular social events such as pizza nights, movie evenings and games organised by staff.

Small gym and laundry facilities on-site.



[Visit our website for prices](#)

PLEASE CONTACT LIVEINSUNDERLAND@ONCAMPUS.GLOBAL FOR MORE INFORMATION

*Dunn House is owned and operated by Fortis Student Living.

WHAT TO DO WHEN YOU ARRIVE



Travel to the address given to you by the University and speak to one of the security team in your accommodation hall's reception. They are open 24 hours a day, 7 days a week. If you have not booked your accommodation yet please contact the Sunderland accommodation team at: International.accommodation@sunderland.ac.uk or call +44 (0)191 515 2943



You will need to arrive for your enrolment at **ONCAMPUS** Sunderland at 10:00am on the first day of term.



Make your way to the **main office on the ground floor where you will be greeted by our staff**

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



- passport and visa
- BRP (Biometric Residence Permit) Card, if you have this before travelling
- original academic documents and official translations
- original IELTS certificate (UKVI certified)
- Government sponsorship letter (if applicable)

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:

- £4,250 before the start of first term
- £4,250 before the start of second term
- £2,050 before the start of third term (£4,250 minus £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

Term dates:

24th September 2018 - 14th December 2018

07th January 2019 - 15th March 2019

25th March 2019 - 09th June 2019

10th June 2019 - 16th 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. 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
Arrival from 10:00 onwards— Refreshments on arrival	09.30 – 10.30 (Seminar Room 5, Ground Floor) Exit Induction Talk – Group 1	09.30 – 10.30 (Seminar Room 5, Ground Floor) Exit Induction Talk – Group 2	09.30 – 10.30 (Seminar Room 5, Ground Floor) Exit Induction Talk – Group 3	09.30 – 10.30 (Seminar Room 5, Ground Floor) Exit Induction Talk – Group 4
11.30 – 12.30 (Seminar Room 5, Ground Floor) Entry Induction Talk - Group 1	11.30 – 12.30 (Seminar Room 5, Ground Floor) Entry Induction talk – Group 2	11.30 – 12.30 (Seminar Room 5, Ground Floor) Entry Induction talk – Group 3	11.30 – 12.30 (Seminar Room 5, Ground Floor) Entry Induction talk – Group 4	11.30 – 12.30 (Seminar Room 5, Ground Floor) Entry Induction talk – Group 5
13.00 – 14.00 (Sunderland City) Campus & City Tour	12:30 – 13:30 Lunch	13.00 – 14.00 (Sunderland City) Campus & City Tour	12:30 – 13:30 Lunch	13.00 – 14.00 (Sunderland City) Campus & City Tour
14.30 – Onwards (Breakout area 1st Floor) Teambuilding Games	14.30 - Onwards (Centre for Life, Newcastle) Ice Skating / Centre For Life / Shopping or Tour of Newcastle	14.30 - Onwards (St. Peters Campus) National Glass Centre Trip & Tour of St.Peters Campus	14.00 – Onwards (Seminar Room 12, 1st Floor) Film Club	15.00 – Onwards (Murray Library, Lecture Theatre) Centre Head Talk Talk about Student's Union and Library Brief Question and Answer Session

SAMPLE TIMETABLE

Academic

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:30-12:30	Tutorial (Seminar Room 8, 1st Floor, Johnson Building) Tutors Name	Computing (Seminar Room 2, Ground Floor, Johnson Building)	English (Seminar Room 10, 1st Floor, Johnson Building)	Pure Maths (Seminar Room 8, 1st Floor, Johnson Building)	Pure Maths (Seminar Room 11, 1st Floor, Johnson Building)
12:30-13:30	Lunch	Lunch	Lunch	Lunch	Lunch
13:30-16:30	English (Seminar Room 10, 1st Floor, Johnson Building)	Physics (Seminar Room 3, Ground Floor, Johnson Building)	Physics (Seminar Room 3, Ground Floor, Johnson Building)	Computing (Seminar Room 2, Ground Floor, Johnson Building)	English (Seminar Room 5, Ground Floor, Johnson Building)

The timetable above is a sample to show you an idea of 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 entry sticker**
- **Biometric Residence Permit (BRP Card if you have it before arriving)**
- **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. If you do not bring these documents with you, you will not be allowed to enrol.

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.

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	3	57	37	1990	8
Jun to Aug (Summer)	19	10	66	50	194	8
Sept to Nov (Autumn/Fall)	17	4	63	39	274	11
Dec to Feb (Winter)	7	2	45	36	305	12

CHECKLIST

Preparing to come to ONCAMPUS Sunderland

- 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 Sunderland

- Tell your family you have arrived
- Register at the Centre**
- Arrange payment of tuition fees
- Arrange payment of accommodation fees
- Open a bank account
- Register with doctor and dentist
- 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
- Original BRP card
- Original academic/school certificates
- Original English test certificate (IELTS and Pearson).

ONCAMPUS Main Office

The Main Office is where your course is managed. This is where you will go upon your arrival in Sunderland get information/documentation and other general enquiries.

Our office is open Monday to Friday from 8:30am to 5:00pm

Location

ONCAMPUS Sunderland
University of Sunderland
Johnson Building
City Campus
Chester Road
Sunderland
SR1 3SD

Telephone: +44 (0) 191 515 3912

Emergency telephone: +44 (0)796 4058 186

Email: sunderland@oncampus.global

Skype: [sunderland.oncampus](https://www.skype.com/join/sunderland.oncampus)

Web: www.oncampus.global