



University of
Sheffield

International
College



Welcome
to your
new home

A guide for
students
preparing
to join us in
Sheffield



usic.sheffield.ac.uk/welcome
#BigSheffieldWelcome

Ambitious
students are
**made in
Sheffield.**



Useful websites

The University of Sheffield International College:
usic.sheffield.ac.uk

Welcome Hub:
usic.sheffield.ac.uk/welcome

The University of Sheffield:
sheffield.ac.uk

Student Visa guidance:
gov.uk/student-visa

Sheffield Students' Union:
su.sheffield.ac.uk

British Council:
study-uk.britishcouncil.org

Welcome to Sheffield:
welcometosheffield.co.uk/visit

Sheffield Council:
sheffield.gov.uk

Visit Yorkshire:
yorkshire.com

Visit Britain:
visitbritain.com

BBC Weather:
bbc.co.uk/weather

Manchester Airport:
manchesterairport.co.uk

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Our ambitious students
**thrive in our unique
College environment.**

Our **staff are dedicated
to supporting you,**
providing the best
possible introduction
to studying in Sheffield.



Teachers will monitor
your progress and support
you to **develop an
appropriate pace of study
and apply your skills.**



From day one, you can
join the University's
societies, **get involved
with the award-winning
Students' Union** or start
your own club.



We look forward to
**welcoming you and
helping you on your
journey** to become who
you are going to be.





Welcome to your new home

Sheffield is a fantastic place to live and study. This friendly and welcoming city will be your new, exciting home away from home, a place where you will create new memories that you'll treasure for life.

Your guide to everything you need to know

We want to help you settle in to your new home quickly and easily, so that you can concentrate on your studies and start enjoying student life in Sheffield. This one-stop guide provides all of the important information you need to prepare for travelling to the UK as well as living and studying at the University of Sheffield International College.

For up-to-date information before your arrival, please ensure you visit usic.sheffield.ac.uk/welcome



Get involved before you join us

Connect with us

-  facebook.com/UniversityofSheffieldInternational
-  youtube.com/sheffieldinternationalcollege
-  instagram.com/sheffield_ic
-  weibo.com/SheffieldIC

Address

The University of Sheffield International College
3 Solly Street
Sheffield
S1 4DE



Top Tip!

Familiarise yourself with the College and local campus facilities before you arrive. Take a virtual tour at: 360imagery.co.uk/host/USIC



You can introduce yourself to your new classmates by uploading a selfie to [#BigSheffieldWelcome](https://twitter.com/BigSheffieldWelcome)

Get ready to join us: five things you need to do

You will find useful information on our Welcome Hub to help you to prepare for starting your course. Before you join us at the International College and start your exciting learning journey in Sheffield, there are five things you need to do first.

1. Apply for your visa

To study in the UK, you are required to have a valid visa. Our Admissions Centre will advise and issue the relevant documents you will need.

Student visa

For a Student visa you will need a Confirmation of Acceptance of Studies (CAS) number which will be issued to you by our Admissions Centre. You can only apply for your Student visa once you have received your CAS number.

Step 1: You may be required to have a Pre-CAS interview. You will be contacted by Admissions to book your Pre-CAS interview via a link. Remember to then attend your interview on the pre-booked date.

Step 2: Our Admissions Centre will issue a CAS preview by email from up to six months before your course start date (three months if you are in the UK), provided you:

1. Have met all academic, English language and other conditions in your offer letter
2. Have completed, signed and returned your Acceptance and Indemnity Form to the Admissions Centre
3. Are up-to-date with your payments as stated in your offer letter and payment plan.

Step 3: Carefully check all the details on the CAS preview and return the signed CAS Declaration document. Once we have received your CAS Declaration, we will issue you with your CAS statement that will include your CAS number.

Step 4: Before you submit your Student visa application make sure you understand and meet all the requirements to avoid a visa refusal.

Before you apply, make sure you have:

- sufficient funds in an acceptable account maintained for at least 28 consecutive days and the financial document is not expired at the time of payment for visa application
- paid the Immigration Health Surcharge for NHS health care treatment
- all required documents in support of your visa application.

As part of your visa application you may be asked to attend a visa interview either face to face, by video conference or on the telephone. You may be asked questions about the reasons for studying in the UK, why you have chosen to study at your chosen destination and why you will study your chosen course.

You should know about your chosen study destination and course and how it relates to your overall career plans as well as how you intend to fund your studies in the UK. You must answer all questions truthfully and accurately.

2. Complete our Pre-Registration form

It's important that we have up-to-date information for you. Fill out and verify the information in the form at any time as you finalise your study and travel plans. The form can be found on your Welcome Hub.

3. Book your accommodation

During your time at the International College you can choose to either live in allocated student accommodation or arrange your own private accommodation.

If you have requested accommodation on your application form, our Central Student Support Team will contact you directly regarding the options available. Keep your contact details up-to-date via the Pre-Registration form so we can contact you without delay regarding your accommodation request.

You may prefer to arrange your own accommodation. Make sure that you have secured your accommodation before arriving in the UK and update the details in your Pre-Registration form. Please note that you must live within a 60-minute commute of the International College. Email: usic.css@studygroup.com

4. Book your travel

Once you've received your visa it's time to book your flights to the UK. You should arrive ready for the first day of the semester to get a good start to your studies. We strongly advise that you book your flight to Manchester Airport as it is the closest airport to Sheffield.

You should book any flights home after the official end of the semester date, which can be found in your offer letter, however please check with the Student Experience Team first, in case of any further assessment requirements.

Depending on the country you live in, you may need to have a tuberculosis (TB) test before you apply. Please visit: gov.uk/tb-test-visa/overview for more information. You can read the full visa guidance at: gov.uk/student-visa

If you require a taxi transfer from the airport, you need to complete the relevant section in the Pre-Registration form.

5. Ensure you are insured

In our experience, it is essential that international students have the protection of personal insurance for the duration of their time in the UK.

When you applied to the International College, you will have had the option of taking StudyCare Insurance cover. This policy will cover you for loss of personal possessions, travel delay, as well as providing medical insurance until the end of your International College academic programme. You can purchase StudyCare Insurance as part of the application process. If you prefer, you may take out insurance cover with another provider.

For full information on StudyCare Insurance, visit: studygroup.com/studycare

The Biometric Residence Permit (BRP)

The BRP holds your details (name, date and place of birth) as well as your photo and fingerprints. It shows your immigration status and entitlements such as working rights while you remain the UK. It can, however, be issued with incorrect information and may need to be sent back for correction. It is the responsibility of each applicant to understand their entitlements, regardless of what is printed on the BRP itself. More information on this is provided at your induction sessions on arrival.

If your Student visa application is successful, you will have an entry vignette in your passport (entitling you to enter the UK within the period indicated) and a UK Visas and Immigration (UKVI) decision letter outlining the details of your Biometric Residence Permit (BRP). When you apply for your visa from your home country, you will need to include the ACL code 2HE667 on the visa application. This will enable the UKVI to send your BRP directly to the International College. See page 7 for information on how to collect this once you arrive in the UK.

Your local representative or Student Enrolment Advisor can give you help and advice every step of the way.

What to bring with you to the UK

You'll need to pack some important items, such as your passport and visa, in your hand luggage for easy access, while other non-essential items can be packed away in your suitcase.

Your hand luggage packing list

- Passport and visa (note: students from Hong Kong with a British National Overseas visa will need their e-visa and share code)
- UKVI Visa Decision Letter
- Confirmation of Acceptance for Study letter (CAS)
- Offer letter
- Accommodation documents, including your signed tenancy agreement
- Academic qualification certificates, and IELTS certificate or other original Secure English Language Test result
- Evidence of funding for your tuition fees and living costs, including sponsor letter (if you are being sponsored)
- Four passport-sized photographs
- Essential toiletries and medications (please check with your airline what's permitted)
- If you are under the age of 18, a copy of your UK Guardian details
- A copy of your Arrivals/ Transfer Confirmation letter
- Enough money to live on in the first few weeks. We advise you do not bring large amounts of cash.
- Any insurance documents
- Medical certificates including vaccination records
- Flight ticket or boarding pass if you travel through the e-gates



The UK is famous for its changeable weather, so don't forget to bring a warm jumper, perhaps a waterproof coat or jacket and an umbrella.

Things to pack in your suitcase

Sheffield is a large city with a variety of shops so you'll be able to buy everything you need to live comfortably.

Many of the personal items you wish to bring with you, such as clothes, accessories and books can go in your suitcase.

We recommend that you bring:

- **Comfortable clothes** – the International College has an informal dress code. You can bring comfortable clothing such as trainers, jeans, t-shirts, jumpers and a waterproof coat.
- **Study supplies** e.g. pens and paper notepads – these may be less expensive in your country.
- **Laptop** computer and charger.*
- **Mobile phone** and charger.
- **Travel adaptor plug** – 240v with a three-pin plug (like the one pictured to the right).

*To access course materials, LMS/VLE/platform and undertake assessments, it is important that you are prepared with the appropriate technology. While it is possible to access and interact with most course content using various tablets and smartphones, such as iPads, iPhones and Android devices, these devices will not work for assessments. Therefore, you must have a PC or Mac based computer available for use. Please note that Linux and Chromebooks are not supported.

PC

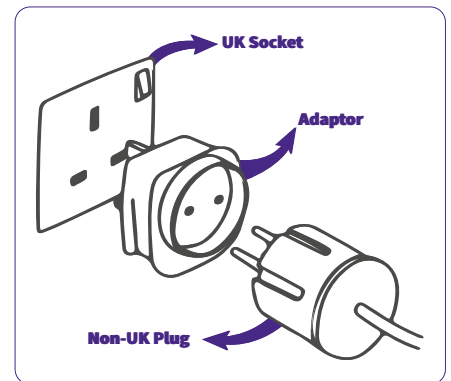
Operating System: Windows 10 or a more recent version of Windows (Note: Windows 10S/11S Mode are not compatible operating systems)
Memory: 4 GB RAM
Hard Disk Space: 200 MB of free hard disk space
Hardware: Webcam and Microphone
Software: Installation of Zoom for Virtual Classrooms
Web Browser: Google Chrome or Microsoft Edge (Chromium version)

Mac

Operating System: Mac OS/X 10.12 or a more recent version
Memory: 4 GB RAM
Hard Disk Space: 200 MB of free hard disk space
Hardware: Webcam and Microphone
Software: Installation of Zoom for Virtual Classrooms
Web Browser: Google Chrome or Microsoft Edge (Chromium version)

Top Tip!

Check with your airline which items (specifically food and liquids) you can bring on the flight with you and the maximum hand luggage size allowed.



Calling from the UK? Once you're in the UK and calling from a UK phone, you don't need to include the '+44' just replace it with an '0'. For example, a number that internationally is +44 114 2157123 becomes 0114 2157123.

Arriving in the UK

Travelling to a new country can be a little overwhelming. To make it easier for you, we've outlined the process below so that you know exactly what to expect when you arrive.

Border control

Please be prepared for an immigration interview with UK Visas and Immigration (UKVI) staff.

You must be able to answer some questions in English and have a basic conversation without the assistance of an interpreter – failure to do so may result in you being denied access to the UK, at which point you will have to return home.

Please note that the UK border control can be very busy so you may have to wait in a queue to see an Immigration Officer.

After collecting your luggage and making your way through customs, you will reach the Arrivals Hall.

For up-to-date information visit:
[gov.uk/uk-border-control](https://www.gov.uk/uk-border-control)

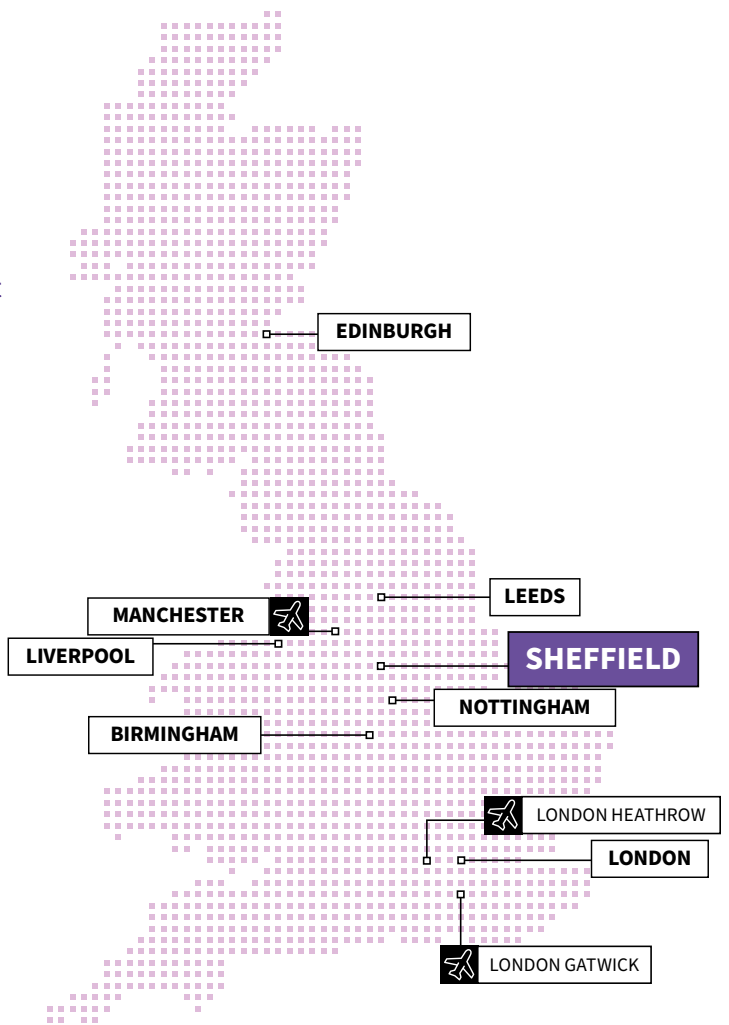
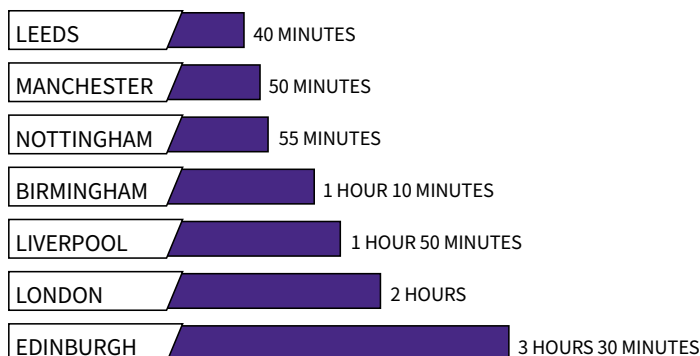
Top Tip!

Make sure you have original copies of all your documents on paper, not in digital formats on smart phones, tablets or other electronic devices. Keep them in your hand luggage in case you need to show them at the UK border.

Welcome to the UK!

Sheffield is a friendly multicultural city located in the heart of the UK. Whether you're travelling by road, rail or air, Sheffield's excellent transport links allow you to experience UK life to the full.

Explore the UK by train from Sheffield to:



Getting to Sheffield from Manchester Airport

We recommend that you fly to Manchester Airport because it is the closest airport to Sheffield and we will be there to meet you.

Before you leave your home country, you must submit your flight details to us. Pre-Registration form which is available on the Welcome Hub.

Arriving at Manchester Airport Free airport transfer service*

If you arrive at Manchester Airport during arrivals weekend, you may be able to take advantage of our free airport transfer service. Our friendly International College staff will meet you in the Arrivals Hall (at terminals 1, 2 or 3). They will be wearing purple t-shirts so you will be able to recognise them easily. Together you will make your way to our Hospitality Desk, which is located next to the coach station. The hospitality area is managed by Sheffield staff and students. You will be offered complimentary light refreshments while you wait to board the next coach. This is the ideal opportunity for you to speak to International College staff and ex-students who will be on hand to welcome and help you.

The free coach transfer service will take you, as well as any parents and/or guardians accompanying you, from the airport to your accommodation at St. Vincent's Place (or other accommodation sites). Please note that parents/guardians cannot be accommodated in the University residence and should find appropriate alternative accommodation before arrival in the UK.

If you choose to arrive outside of the recommended arrival dates or there is no free airport transport service*, you will need to take one of the following options:



Pre-booked taxi pick-up

If you have arranged and paid for a taxi, you will be greeted by the taxi driver in the Arrivals Hall. The driver will be holding a sign with your name and 'The University of Sheffield International College'. The driver will take you to your taxi and drive you to your accommodation. If you have any problems finding the driver, please call the International College emergency phone number (see contact details on the Welcome Hub) and a friendly member of staff will be able to help you.

If your call is not answered immediately, please leave a message, including your name and phone number, and we will call you back as soon as possible. Please do not take a private taxi before you have spoken to someone on the College emergency number.



Train

You can get a direct train from Manchester Airport, just follow the signs to the train station and purchase your ticket before getting onto the train. Trains to Sheffield are frequent and the journey takes around 90 minutes.

Once you arrive into Sheffield train station, you can get a taxi to your accommodation. You will need cash to pay for your taxi.



Coach

You can get a coach from the airport bus station to the Sheffield Coach Station Interchange – the journey takes approximately 3 hours. It is a good idea to book your seat in advance at: nationalexpress.com. Once you arrive at the Sheffield Coach Station, you can get a taxi that will drive you to your accommodation.

Getting to Sheffield from other airports

We strongly recommend that you choose a flight which lands in Manchester. This is always possible, even if it means that you need to take a connecting flight in cities such as Dubai, Amsterdam or Zürich.

If you do fly to one of the London airports, you'll be able to make your way to Sheffield by train. Gatwick Airport has its own train station and Heathrow Airport has a train station at Terminal 5. Travel time by train from London airports to Sheffield is approximately 4 hours.

Keeping your information up-to-date

It's really important that you keep your contact details up-to-date via our Pre-Registration form in case we need to contact you at any point.

Please note

Accompanying parents/guardians cannot be accommodated in the University residence and should find appropriate alternative accommodation before arrival in the UK.

*The free coach transfer service depends on the intake, and may be subject to change. You'll receive information nearer the course start date.

Making you feel at home

We will do all we can to help you settle in to your new student accommodation.

Top 3 ways to help you settle in:

1. Say hello to your new neighbours

Living in a student residence is a great way to make new, life-long friends. Other students around you, both from the UK and abroad, will be feeling the same as you. Talking to each other will really help you settle in. Why not take the first step by introducing yourself?

2. Take part in social activities

All of the student residences have social areas with a large TV and a variety of different games. It's the perfect place to relax, meet other students and take part in fun social activities. The management team at your residence will also invite you to attend various student events.

3. Keep in touch with friends and family

You'll have Wi-Fi in your room so it'll be easy for you to keep in touch with family and friends back home.



Before you register at the College, you will receive an activity guide of things to do in Sheffield.

Your Induction Programme

On your first, exciting day with us it is important that you arrive on time.

Induction Week

It's vital that you start on time so that you don't miss out on meeting your new classmates and enjoying all of the great social activities that have been planned for you. Activities include a tour of the University campus and the city of Sheffield to help you discover your new home.

Please note that if you do not start on time, you risk missing out on vital induction support.

What to bring with you to the College

Please bring the following documents, so that we can register you on the course:

- **Passport and visa** (note: students from Hong Kong with a British National Overseas visa will need their e-visa and share code)
- **UKVI Visa Decision letter**
- **Confirmation of Acceptance for Study letter (CAS)**
- **Sponsor letter or Financial Guarantee letter** (if you are being sponsored)
- **Decision notification letter** if you were granted e-visa (student route application EU/EEA nationals) – bring the share code
- **Biometric Residence Permit (BRP)** – if you have an up-to-date one

During your induction programme, you will learn about:

Obtaining your Biometric Residence Permit (BRP) – Student visa holders only

You must collect your BRP within 10 days of arrival or before the 90 day vignette expires, whichever is later. When you apply for your visa from your home country, you will need to include the ACL code **2HE667** on the visa application. This will enable the UKVI to send your BRP directly to the International College.

If you did not use the ACL code at the time of your visa application, your BRP will be delivered to the Post Office closest to your UK address you entered within your visa application. If you collect your BRP from the Post Office, you must bring it to the International College and see a member of Registry in order to ensure all the details are correct. The Registry will also scan the BRP onto the system to make you compliant. This must be done within 3 days from collecting the BRP.

You will not be required to collect BRP card if you were granted your leave via e-visa or you received a visa vignette for the whole duration of the course (courses in duration of 6 months or less).

Paying your fees

When you arrive, continue to view your fees online and select how you want to pay (online or bank transfer) – login details are in your offer letter and statements.

Opening a bank account

In order to open a bank account you will need:

- a passport
- proof you are a student – we will issue you with a letter
- proof of a UK address

Registering and other useful information

- Registering with the health service
- Registering with the University and receiving your student card
- Getting set up and logged on to the University internet network
- Getting information about the University sports facilities and gym memberships
- The programme that you have registered for and progression to the University
- Assessments designed to determine your initial academic level
- The rules and regulations of the International College and the University

If you have a **Student visa**, you are entitled to work during your pathway programme at the International College providing that your visa is granted. **Please note the main purpose of the Student visa route is for students to come to the UK to study.** Where a student is permitted to work, the intention is that this should be an opportunity to gain work experience in their field of study.

Any errors on your Student visa (vignette and BRP) must be corrected. Please contact a member of staff at the International College should you have any queries and they will be able to assist you.



Don't forget to set your morning alarm on your first day – you'll need plenty of time to get ready.

Living in the UK

Life in the UK will be different from what you are used to and we're sure you'll have many questions. We've compiled a list of the top three most frequently asked below, together with our answers.

Q: What's it like to live in the UK?

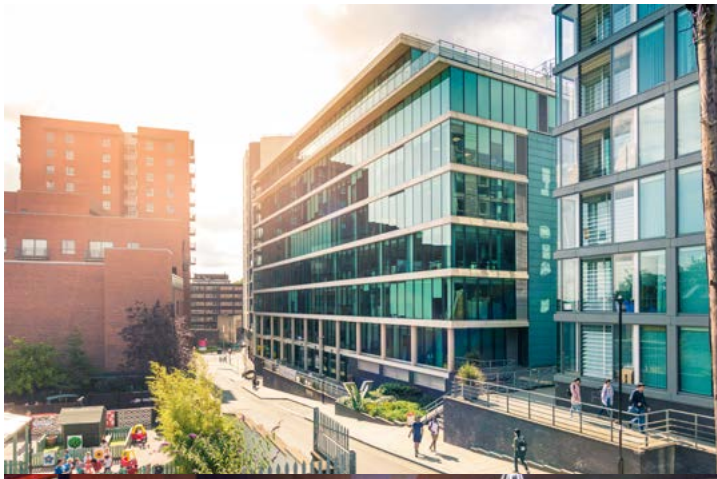
A: Britain is home to residents from around the world, giving it a vibrant, cosmopolitan feel. You'll soon be able to adapt to a whole variety of situations, from understanding British etiquette and slang to cooking your own food and going out with your new friends.

Q: How will I meet people and make friends?

A: It won't take you long to make friends, but whilst you settle in, we will organise events designed to help you meet your classmates and build new friendships. There are also many societies you can join to meet people with similar interests to you.

Q: Will I be able to find food from my home country?

A: The UK is a multicultural country and you'll find local shops selling most things you need. If you can't find what you're looking for locally, some of the larger supermarkets stock a wider range of international products. There are also restaurants serving cuisine from around the world so if you're looking for something to remind you of home you'll be able to find just what you want.



Top Tip!

Get a great insight into life in the UK by visiting the British Council's website: study-uk.britishcouncil.org



Sheffield's cost of living among the lowest in the UK, featuring as the joint 3rd most affordable student city in the UK (*Student Living Index 2022 by NatWest*).

Living in Sheffield

We are confident that you will be happy living in Sheffield because it is a city that has it all – from great entertainment, culture and shopping in its centre to beautiful views and walks in the surrounding countryside.

According to *Student Living Index 2022* by NatWest, Sheffield is one of the most cost-effective UK city for students – so you'll have a lot more money available for things you enjoy.

In the city, you could spend an evening at one of the theatres or go to a football match to see one of Sheffield's two professional teams. There are also plenty of concerts at the many music venues, plus shops, cinemas and numerous bars and restaurants for you to try.

Getting around Sheffield is easy

Prices for a single short distance tram* ticket start at £2.20 (per journey), while a day ticket costs £5.00. You can also get around by bus, which is discounted if you bring your student card with you. Student singles cost either £1.20, or an unlimited weekly travel ticket is available for only £12.00[^].

Sheffield is:

At the heart of the railway network, just over two hours by train from London.

The fifth largest city in England (*World Population Review 2021*) and close enough to the countryside to get away from city life occasionally.

Made up of 564,000 people – nearly 60,000 of which are students.

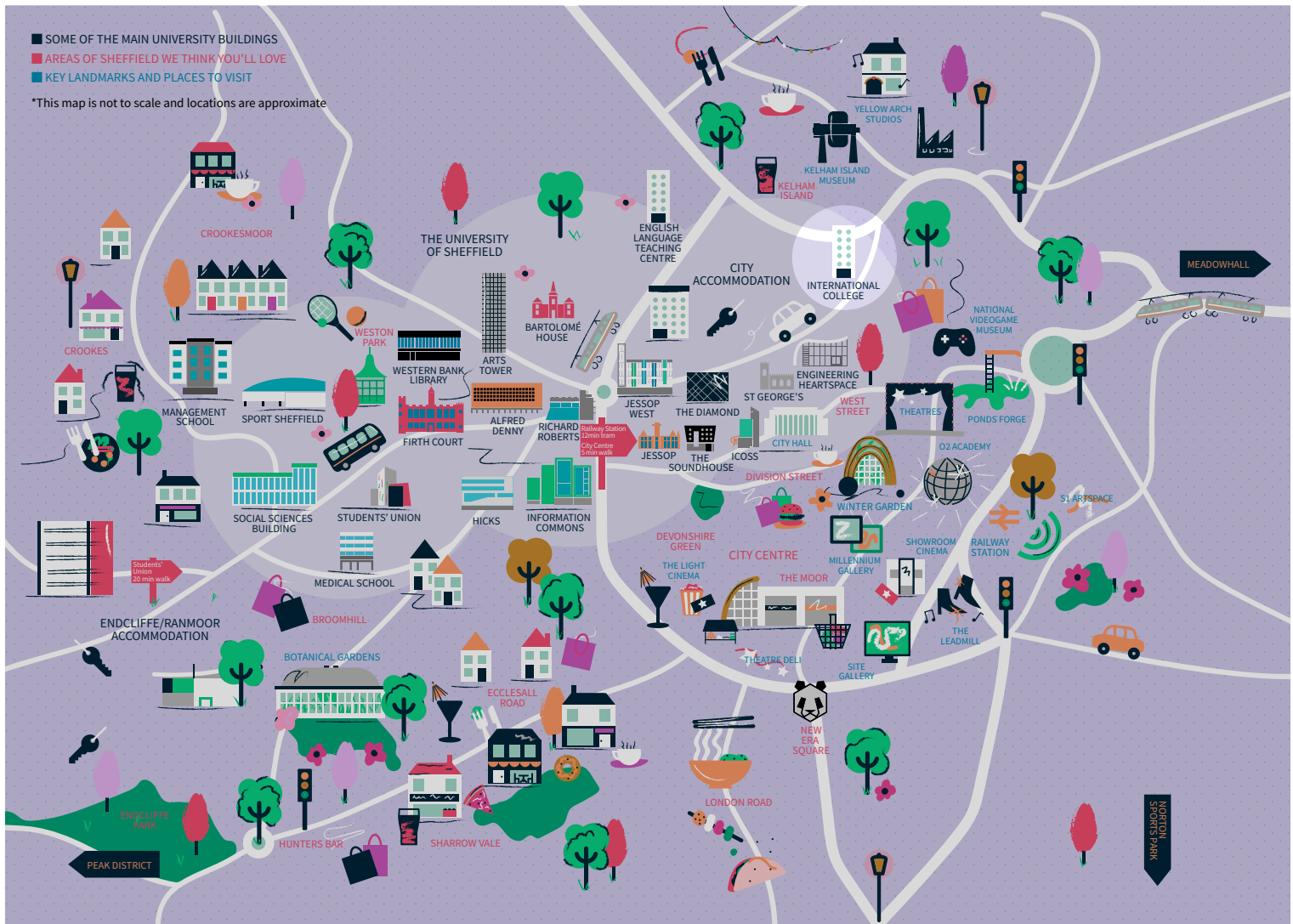
The UK's greenest city – 60% of Sheffield is green space.

Explore your new home: Please visit welcometosheffield.co.uk/visit to find out more about all the attractions and events in Sheffield.



*Stagecoach, February 2023. You can get discounted rates if you use your student card/buy on the App.

[^]First Bus, February 2023.



Your checklist

As soon as possible

- Have you checked your contact information and provided other details in the Pre-Registration form?
- Have you paid the required fees for your tuition and insurance (if applicable)?
- Have you checked your passport is valid for at least six months from your course start date?
- Have you applied for and received your visa?

Up to one month before you depart

- Have you checked the information in your Pre-Registration form?
- Have you received your visa and booked your travel?
- Have you arranged a taxi transfer which you can book through the Pre-Registration form?
- Have you booked your accommodation and received confirmation of your room allocation?
- Have you organised money to bring with you?
- Have you made a copy of your passport and other essential documents?
- Have you obtained four passport-sized photos?

What to bring with you to the College

We will send you an appointment to your sheffield.ac.uk email address at least a week before Registration with a date and time. Please keep to this time and date as it's very important. At your appointment, bring the following documents so that we can register you on the course:

- Passport and visa** (note: students from Hong Kong with a British National Overseas visa will need their e-visa and share code)
- UKVI Visa Decision letter**
- Confirmation of Acceptance for Study letter (CAS)**
- Sponsor letter or Financial Guarantee letter** (if you are being sponsored)
- Decision notification letter** if you were granted e-visa (student route application EU/EEA) – bring the share code
- Biometric Residence Permit (BRP)** – if you have an up-to-date one

The University of Sheffield International College

3 Solly Street
Sheffield
S1 4DE



Take part in our big Sheffield welcome with the [#BigSheffieldWelcome](https://www.instagram.com/BigSheffieldWelcome) hashtag!

If you wish to contact the College directly for any accommodation enquiries, arrival information including airport transfers and general knowledge of the City of Sheffield, email USICArrivals@studygroup.com. All the enquiries will be answered by members of the Student Experience team who are based at the College in Sheffield.

The University of Sheffield International College is run by Study Group in collaboration with the University of Sheffield. For more information visit studygroup.com