

Pre-arrival Information for International and EU Students



*September
2022*



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COURSE ENQUIRIES

The University of Bradford
Bradford
West Yorkshire
BD7 1DP
enquiries@bradford.ac.uk
+44 1274 233081
www.bradford.ac.uk

We can arrange for this material to be transcribed into an accessible format such as Braille, large print, E-text (compatible with screen-reading software) or digital audio such as CD.

Please contact the International Office on
+44 1274 235954

The University of Bradford -
**Confronting Inequality:
Celebrating Diversity™**

The University of Bradford is committed to promoting equality, diversity and an inclusive and supportive environment for students, staff and others closely associated with the University in conformity with the provisions of its Charter.

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University of Bradford
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University of Bradford

2897/07/2022

Key Contacts

QUESTION	ENTRY CONTACT	TELEPHONE	EMAIL
ACCOMMODATION			
University of Bradford Accommodation in Halls of Residence managed by Homes for Students	Accommodation Office	+44 371 705 2565	salesenquiries@wearehomesforstudents.com
Private Sector Accommodation	Unipol Student Homes	+44 1132430169	info@unipol.bradford.ac.uk
ADMISSIONS			
For Undergraduate students	Undergraduate Admissions	+44 1274 236088	admissions@bradford.ac.uk
For Postgraduate students	Postgraduate Admissions	+44 1274 236088	pg-admissions@bradford.ac.uk
AIRPORT PICK-UP			
Airport pick-up service	International Student Adviser	+44 1274 236954	airportpickup@bradford.ac.uk
DISABILITY			
Disabled students	Disability Service	+44 1274 233739	disabilities@bradford.ac.uk
ENGLISH LANGUAGE SUPPORT			
English language support	The Language Centre	+44 1274 234574	thelanguagecentre@bradford.ac.uk
ENROLMENT			
Enrolment	Student and Academic Services	+44 1274 236161	welcome@bradford.ac.uk
FINANCE			
Making a payment	Payzone	+44 1274 233137/8	payzone@bradford.ac.uk
When to pay your tuition fees	Finance Team	+44 1274 233006	hub-fees@bradford.ac.uk
INTERNATIONAL OPPORTUNITIES TEAM			
Erasmus+, Worldwide Exchange, ISEP and Visiting Students	International Opportunities Co-ordinator	+44 1274 235787	studyabroad@bradford.ac.uk
STUDENTS' UNION/WELCOME EVENTS			
Students' Union/Welcome Events	Students' Union	+44 1274 233300	ubu@bradford.ac.uk
VISAS			
Visa application support and advice	International Student Support & UKVI Compliance Team	+44 1274 236900	visasupport@bradford.ac.uk
EMERGENCY CONTACT			
Emergency when travelling in September 2022 to the UK		0800 073 1581 (calling in the UK) +44 800 073 1581 (calling outside of the UK)	



Key Dates and Information

Please check the University of Bradford International website and your offer letter to confirm dates are as below:

September 2022
and January 2023

8.00am to 8.00pm

**Airport Pick-up
Service**

We offer an airport pick-up service from Leeds/Bradford Airport and Manchester Airport during September. If you would like to use this service, pre-book by emailing airportpickup@bradford.ac.uk

12 September 2022
- 7 October 2022

9.00am to 5.00pm week days

**International Student
Information Point**

International students should come here to ask for advice, pick up practical information, meet other students, and register for our daily campus and city tours.

19 to 23

September 2022

January dates to be confirmed

**Orientation
Programme**

Find out more about living and studying in Bradford by taking part in our daily orientation activities during this period.

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September 2022

**Earliest Date For
Accommodation
in The Green**

Intake Weekend is when most students move into their accommodation at The Green. Accommodation can be arranged as early as you require but the standard 42 week accommodation contracts start on Intake Weekend. If you need to discuss your arrival date contact salesenquiries@wearehomesforstudents.com

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September 2022

**International Student
Enrolment Starts**

You will receive an email outlining instructions for enrolment and BRP collection, and may be allocated a time slot to complete this.

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September 2022

**Welcome
Week**

Essential induction and social events for all new students. EU students: receive your student card at your Welcome and ID check in your Faculty.

**Arrivals for courses
starting at other
times of the year**

Please email visasupport@bradford.ac.uk if you are arriving for a course that starts later in the year.

Welcome from the Vice-Chancellor

*Welcome to the
University of
Bradford*



Congratulations on deciding to study at the University of Bradford. I would like to take this opportunity to give you a very warm welcome to our University and our city.

As you make your arrival plans, please take time to read all the practical information in this guide. We want you to be well prepared for your time at Bradford.

At Bradford we are passionate about our students and aim to provide an inclusive, enjoyable and rewarding experience for you during your time here. We are constantly enhancing the way we support students to maximise their potential and prepare them to progress to high quality jobs or further study – currently 94% of our graduates go onto employment or further study within six months of graduating.

You are a student at a university committed to excellence, internationalisation, equality and diversity and sustainability. I encourage you to take every opportunity to engage in the broader university experience, through the many opportunities provided by our support services and our Students' Union, and to engage in this vibrant and exciting community and city.

I wish you every success in your studies.

A handwritten signature in black ink, reading 'S. Congdon'.

Shirley Congdon
VICE-CHANCELLOR



Section 1

Before You Leave Home

1.1 Your offer/acceptance

1.2 Your passport

1.3 Your visa/entry clearance

1.4 Your money

1.5 Your accommodation

1.1 Your offer/acceptance

After you have received an unconditional offer, remember to let the University know you want to accept this offer. If you have applied through UCAS, you must confirm your acceptance of our offer through UCAS Track.

INTERNATIONAL STUDENTS

If you need to apply for a visa, our International Student Support & UKVI Compliance Team will contact you once you have accepted our offer, and will assist you with the visa application process.

1.2 Your passport

To enter the UK you must have a valid international passport or travel document which satisfactorily establishes your identity and nationality.

Make sure that you record your name on all your documents in exactly the same way as on your passport. Any inconsistencies in your documents may cause you problems when you are applying for your visa, at the airport when you arrive in the UK, with the University and if you wish to open a bank account in the UK.

1.3 Your visa/entry clearance

INTERNATIONAL STUDENTS

Most international students will need a Student Route (General) student visa to study in the UK. This is a points-based system visa and you will need to score 70 points as follows:

- 40 points for your CAS and 20 points each for your maintenance and evidence of meeting the English language proficiency requirement.
- 10 points for your 'maintenance' - the funds you are required to have in place for at least 28 days to pay for your tuition fees and living expenses
- You will also need to take an interview as part of the visa application process (see Visa Interviews section on page 5)

As the Student Route visa requirements and application forms change regularly, you can make sure that you have the latest information on visa application procedures by enquiring at your nearest British Embassy, High Commission or Visa Application Centre. You can also find full information on the UK Visas and Immigration website www.gov.uk/student-visa

EEA and EU students will also require a Student Route visa unless they already have settled or presettled status, or hold another immigration permission which permits study.

EEA AND SWISS NATIONALS

Please check requirements at the time of travel as Britain's exit date from the EU may have an impact on the requirements once you arrive. Information can be found here: www.gov.uk/guidance/visiting-the-uk-after-brex

WHEN TO APPLY

You can apply for your visa within 6 months of the official start date of your course, as given on your CAS statement. Prepare all your documents in advance of this, so that you can make your visa application at the earliest opportunity to prevent a delay in your arrival in the UK.

You will need to enter your 'intended date of travel' to the UK. Please see the section about 'What happens next' on page 5 for further information about this.

Our International Student Support & UKVI Compliance will guide you through the visa application process. You can email them at visasupport@bradford.ac.uk for further information and advice.

HOW TO APPLY

You will apply online for your visa and can access the form via the www.gov.uk/apply-uk-visa website. Save the application frequently as you go through the form. You will need to print the form when you have completed it.





OTHER DOCUMENTS NEEDED (ORIGINALS ONLY)

- Your passport or travel document valid for at least 6 months after your date of departure for the UK
- 1 recent passport photograph
- Application fee of £348
- CAS statement
- Financial evidence to show that you have enough money to pay for your tuition fees and living expenses (bank statements; letter from an official sponsor if you are a sponsored student, e.g. sponsored by your Government or have a full scholarship; or an official loan letter)

Living costs are calculated for visa purposes as being £1,023 per month for students who live outside of London. If you are on a course of 12 months or over, you need to show that you have living costs for 9 months (i.e. £1,023 x 9 = £9,207), in addition to your tuition fees for your first year of study.

This money needs to be in your bank account for at least 28 consecutive days before you can make your visa application, and you will need a bank statement as the evidence of this. Alternatively, you could show your parents' bank statements to prove this money is available to you, and in this case you would also need to provide your birth certificate and a letter from your parents to confirm that they have no objection to the funds being used for your studies. Bank statements must be no more than 31 days old at the date of your visa application.

- Your academic qualifications (as detailed on your CAS statement)
- TB certificate. Students from many countries are required to have a TB test as part of the visa application process. To find out if this applies to you, see www.gov.uk/tb-test-visa
- ATAS (Academic Technology Approval Scheme) certificate – for certain students only (the University will inform you if you need to apply for this)
- Proof of parental or guardian consent if you are under 18
- Birth certificate or equivalent showing evidence of the relationship between you and the person providing the consent letter, if you are under 18

You may also need further documents depending on your circumstances.

Make sure that you read the visa guidance notes at www.gov.uk/government/publications/points-based-system-student-route very carefully so that all your supporting documents are in the correct format and to ensure that your application goes smoothly. Always keep copies of all the documents that you submit.

BIOMETRIC INFORMATION

As part of the visa application process, you will need to have your fingerprints scanned and have a digital photograph taken. This is usually done at the Visa Application Centre, when you submit your application.

IMMIGRATION HEALTH SURCHARGE

Applications for visas that are more than six months long will also include an 'immigration health surcharge'. The surcharge is calculated as £300 per year for each year of your visa. If your visa includes part of a year that is six months or less you will be charged an additional £150 for this period. If your visa includes part of a year that is more than six months, you will have to pay £300 for this period.

When you fill in your online Student Route application form, you will automatically be directed to create an account on the Immigration Health Surcharge portal and pay the required charge. Once you have done this, you will be given a reference number, which you will need to quote on your visa application form.

VISA INTERVIEWS

You will be required to have a visa interview, and this will take place at the Visa Application Centre when you attend to submit your application and have your biometrics taken. You will have a Skype interview with a Home Office member of staff in the UK and are likely to be asked about your course, where you want to study and your reasons for studying in the UK. The report of the interview will be sent to the entry clearance officer who makes the decision on your Student Route visa application. For further information please see www.gov.uk/student-visa/course

WHAT HAPPENS NEXT?

If you are successful in your visa application, you will receive a visa for study at the University of Bradford. This visa is only valid for study at our University. To study at another university you would have to start a complex and lengthy process to change your visa.

You will be issued with a decision letter and a visa valid for 30 days in your passport; you must travel to the UK within this 30-day period. The 30-day period of your visa will be determined by the date you enter on your visa application form as your 'intended date of travel'. Therefore please enter that date as accurately as possible.

USEFUL LINKS

GUIDANCE ON YOUR VISA APPLICATION

www.gov.uk/tier-4-general-visa

www.ukcisa.org.uk/Information-Advice/Visas-and-Immigration/Making-a-Tier-4-General-application-outside-the-UK

GUIDANCE ON APPLYING FOR AN ATAS CERTIFICATE (CERTAIN COURSES ONLY)

www.gov.uk/guidance/academic-technology-approval-scheme

AS A HOLDER OF A STUDENT ROUTE VISA, YOU WILL BE EXPECTED TO FOLLOW CERTAIN REGULATIONS, OTHERWISE YOUR VISA WILL BE CANCELLED AND YOU WOULD HAVE TO LEAVE THE UK. TO FIND OUT MORE ABOUT THESE RULES, SEE SECTION 8.4 OF THIS BOOKLET

www.ukcisa.org.uk/Information-Advice/Visas-and-Immigration/Protecting-your-Tier-4-status/

www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student



The University of Bradford is very welcoming. Professors in my department were really friendly and helpful. I really enjoyed the course, and meeting people from every corner of the world is a big bonus. Bradford is definitely the place for an excellent academic experience.

ANTONIA WITT, PEACE STUDIES
STUDENT FROM GERMANY



Please carry your decision letter with you in your hand luggage, as you will need to show this with your passport to the Border Officials on entry to the UK. When you arrive in Bradford, you will be able to collect your Biometric Residence Permit (BRP) card, which will have the full details of the length of your visa. We will help you in the process of collecting your BRP card as part of your enrolment activities.

VISA SUPPORT AND ADVICE

Please email visasupport@bradford.ac.uk at an early stage with any questions that you may have.

1.4 Your money

Before you travel to the UK it is very important that you have for enough money to cover your fees and living expenses. Please do not expect a part-time job to cover these costs.

If you are bringing money with a value of more than 10,000 Euros (includes money in any currency and, banker's drafts) into the UK from outside the EU, you must declare this. You will have to submit a completed declaration form to Customs at Immigration when you arrive in the UK. You should also check to see if there are any regulations or restrictions on the amount of money you can take out of your own country.

We recommend that you limit the amount of cash you carry in person for security reasons. If you must carry cash, you are advised to bring a selection of £10 and £20 notes. Please be aware that £50 notes are not accepted on campus.

The logos at the top of this page can be found on UK cash machines. If your card carries any of these logos, you can withdraw cash from cash machines bearing the same logos, but you might be charged a fee. Contact your bank in your country before leaving home, to find out if you have a maximum

daily withdrawal limit, and if there are any special arrangements that you need to make to use your card in the UK.



1.4.1 Your fees

The amount of your tuition (and Bench) fees for 2022/3 is stated on your offer letter. Full tuition fee information can be found [online](#).

More information about **early payment discounts** and payment plans can be found in Section 4 or [online](#).

1.4.2 Your living costs

Living costs are calculated for visa purposes as being £1,023 per month for students who live outside of London. If you are on a course of 12 months or over, you need to show that you have funds for your living costs for 9 months (i.e. £1,015 x 9 = £9,207), in addition to the tuition fees for the first year of your course, when you make your visa application.

Most of our accommodation contracts in Halls of Residence are for 42 weeks (10.5 months), though one-semester or 51-week tenancies are also available. The money that you will actually require during the year will therefore need to be adjusted accordingly.

We have given a few examples of typical costs below to give you some guidance. These costs are estimates, and do not include any money for national travel costs, or leisure activities. Remember that you will need additional money to cover those costs. The figures are also based on a student who prepares most of their meals themselves, rather than eating out all the time. Everyone is different and you may

ESTIMATED MINIMUM LIVING COSTS IN BRADFORD 2022/2023	42 WEEKS	51 WEEKS
Accommodation depending on type*	£3,780 to £6,910*	£4,335 to £8,305*
Average gas, electricity and water bills	£1,186	£1,440
Food (based on £60 per week)	£2,520	£3,060
Toiletries, laundry and household (based on £15 per week)	£630	£765
Books, stationery, photocopying and printing (based on £10 per week)	£420	£510
Mobile phone costs (based on £10 per week)	£420	£510
Local Travel - if required (based on £15 per week)	£420	£510
Set-up costs	£500	£500
Insurance for personal possessions**	£70**	£70**
Estimated Total	£8,970 - £12,100	£10,515 - £14,485

* Accommodation may be in Halls of Residence (standard rooms or en-suite rooms available) or in private housing. Halls of Residence rents usually include all utility bills. Rent in some private housing will include room only, others include the cost of utility bills, please check with provider. Utility costs may or may not be included in rent. Gas and electricity costs estimated on a 1-2 person flat, family accommodation will cost more.

** Insurance for personal possessions is included in Halls of Residence rents. Rent in private houses does not include this insurance, and this cost should be included in your planning.



need to adjust these figures according to your own lifestyle and circumstances. A bonus is that you can find student discounts on many things, from books, music and fashion to movies and eating out. Watch out for vouchers and discount cards when you arrive at the University and at the Reception Desk in our Students' Union.

The amount of money that you need also varies according to the time of year. At the start of the academic year, you will need to have access to money for your accommodation deposit and for your rent (although it is best to pay these in advance), as well as buying kitchen and bedding items when you first arrive. You may also find that you need to buy some warm clothes in your first few days, as the temperature in September can be quite variable, and it is often very cold if you are going to be a January start student.

You can use the online Student Budget Calculator tool www.which.co.uk/money/university-and-student-finance/student-budget-calculator to help you budget for your own living expenses.

We would strongly advise you to arrange additional 'reserve' funding, to take account of any possible changes of circumstances (such as a change in the exchange rate or situations in your home country) or unforeseen personal problems. If you are being funded from your home country, you will need to make sure that your money can be sent to you regularly.

LIVING COSTS FOR A FAMILY

The costs given on page 6 are for a single student. Only postgraduate students on courses of 12 months or more, and government-sponsored students on courses of 6 months or more, will be able to apply for a visa for their spouse and children to join them in the UK for the duration of their study. If this applies to you, please remember that additional funding will be required.

For visa purposes, you will need to show that you have enough money to cover living expenses of £680 per month, for each dependant, up to a maximum of 9 months, in addition to the funding required for yourself. Accommodation for families is limited, so we recommend that you come by yourself initially and arrange this before your family joins you.

If you have any questions, please contact our International Student Support & UKVI Compliance Team on visasupport@bradford.ac.uk

See also Section 8.2 Bringing the Family

USEFUL LINKS

Guidance on visa applications for your family:
www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants

1.4.3 Making payments to the University

The University have partnered with Flywire, providing choice, safety, reliability, and convenience for your online payments. You can also pay on campus in the Richmond Building, use our Automated Telephone Payment line, or arrange a direct debit.

FLYWIRE (ONLINE CARD PAYMENTS AND BANK TRANSFERS)



Pay online by card or bank transfer via Flywire in 140 currencies from over 240 countries/territories. All payments are fully trackable, so you can be assured of the status of your payment at all stages.

PAY IN PERSON (AT PAYZONE)



You can also make card payments in person at Payzone in the Richmond Building, they are an internationally recognised team who can assist with your payment queries.

C floor, Richmond Building, Monday to Friday 10:00 until 16:00.

PAY BY PHONE

Make a card payment 24/7 using our Automated Telephone Payment line:
+44(0)300 023 0503

PAY BY DIRECT DEBIT

Pay your agreed instalment plan by direct debit by entering your UK bank details into ePay,
<https://epay.bradford.ac.uk/>



STOP - CHALLENGE - PROTECT

Pay the University directly, please do not pay via unknown third parties.

Let's work together to keep the fraudsters out of business.

If in doubt, call us for advice.

1.5 Your accommodation

It is important that you choose your accommodation carefully and according to your budget and needs. You will always be asked to sign a contract, which is 'legally binding'. This means that if you change your mind and want to move out of your accommodation early before the end of the contract, you will still be asked to pay the amount of money for the full contract, not just for the time you have spent in the accommodation.

1.5.1 Halls of Residence - The Green

University-preferred Halls of Residence - The Green
If you would like to live in The Green please apply as soon as possible via the Homes for Students application portal <https://wearehomesforstudents.com/student-accommodation/university-of-bradford>

Full details of our accommodation is available at www.bradford.ac.uk/accommodation

The Green is the only halls the University has a direct link to. They guarantee a place for any first year who wants one and offer discounts for students returning after their first year.

1.5.2 Private accommodation - Unipol

There are rooms in private accommodation available close to campus. This ranges from rooms in private halls of residence to shared houses with other students, and self-contained apartments.

Unipol Student Homes (www.unipol.org.uk/bradford) is a charitable organisation that the University works with to ensure that private landlords meet certain standards in the accommodation they provide and the way it is managed. Unipol Student Homes have a 'Code of Standards' that landlords are encouraged to sign up to. Properties that meet these standards are clearly identifiable by a 'thumbs up' logo.

The Unipol Student Homes website allows you to search for suitable properties and the "Student to Student Noticeboard" section allows you to post messages to look for other students to share accommodation with. They also offer lots of useful advice and tips about choosing private accommodation. Please see their comprehensive advice to choosing accommodation in the private sector: www.unipol.org.uk/advice/articles/bradford/students

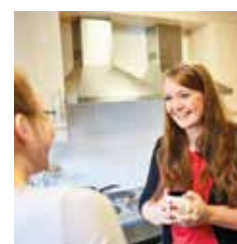
1.5.3 Family accommodation

We fully appreciate that many international students will want to bring their families with them when they begin their studies. Family accommodation is limited. It is important to be realistic about the budget for family accommodation as this costs significantly more than individual accommodation. Check the visa regulations at an early stage to find out if it will be possible for them to apply for a visa to join you (see Section 8.2 of this booklet and visit www.gov.uk/student-visa/family-members).

If the visa regulations permit you to bring your family, we suggest that you start your search for suitable properties through Unipol Student Homes, see www.unipol.org.uk/bradford, as the University **does not** have accommodation for families or married couples.



From 1 February 2016, landlords for private housing in England have to check that their tenants have a valid visa before signing a contract. You will need to have your passport and Biometric Residence Permit with you, when you are making the final arrangements for signing your tenancy agreement.







Section 2

Your Journey

2.1 Travel plans

2.2 When to arrive

2.3 Luggage

2.4 Documents to bring

2.5 Travel insurance

2.6 Getting from the airport to the University

2.7 Emergency contact number

2.8 Travelling by car

2.9 Collecting the keys for your accommodation

2.1 Travel plans

Book an air ticket to Leeds Bradford Airport if possible. This is the closest airport to the University and will be the most convenient for you. There are regular connecting flights from London Heathrow, Amsterdam, Brussels and Paris airports. If this is not possible, you can also choose to fly to Manchester Airport, but please bear in mind that this is further away from Bradford. Book your air tickets as far in advance as possible for the best prices, however do not purchase tickets until you have received your Student Route Visa.

Please check the latest travel guidance for planning your journey to the UK to check what Covid-19 tests you need to take before travelling and upon arrival, and for information on quarantining. You can find more information in our FAQs: www.bradford.ac.uk/international/visa-support/arriving-in-the-uk/ and by checking the government advice here: www.gov.uk/uk-border-control

2.2 When to arrive

Plan to arrive in time for International Student Enrolment which starts from Monday 19 September. Check your offer letter for arrival dates in January. We have organised a orientation and induction programme. During this period, you will have time to open a bank account, register with the Health Service, register with the police if required, shop for necessities and other practicalities. There will also be guided campus and city tours and trips to local areas of interest to help you familiarise yourself with your new surroundings.

If you are staying at The Green, you can check with them directly to arrange your move in date. If possible, plan to travel so that you arrive in Bradford during the day. It will be much easier for you if you arrive when all the offices are open (usually between 9.00am and 5.00pm). Your term-time tenancy agreement can be confirmed in advance. If you are going to be living in private halls or a private house, you should check what day they are expecting you.

If it is impossible for you to arrive during office hours, please contact international-office@bradford.ac.uk for details of our 'out of hours' arrival arrangements.

2.3 Luggage

Most airlines will allow you around 20kg of luggage on your flight (check with your airline for the exact amount), pack carefully to avoid paying excess baggage charges. You will be able to buy items such as bedding, towels and household goods such as kitchen equipment in the UK when you arrive. We have daily walking tours to the city centre and a number of shopping trips by coach to places where you can buy good-value items. Second-hand items may also be available during the orientation period. If you book the airport pick-up service, we can only guarantee space for two suitcases.

Remember to label your luggage clearly with your name and your address in Bradford. Attach these details securely to the outside of your suitcase and also put a copy of this information inside your case to help the airline return it to you if it gets lost on your journey.

The weather in the UK is notoriously changeable! It is helpful to have several layers of clothing that you can put on or take off according to the changes in the weather. You will certainly need a warm coat for the winter, preferably with a hood, as well as gloves, scarf and a hat. An umbrella is also an essential item! You can buy warm clothing locally at reasonable prices, so do not feel you have to use all your luggage allowance on this.

You might like to bring your traditional dress from your country or region, as there will be occasions during the year when you will be able to wear this - at the Civic Reception that the Lord Mayor holds in the City Hall and during our 'One World Week', for example.

As we have a wide range of sports clubs (www.bradfordunisu.co.uk/sport) at the University, it is highly likely that you will be able to continue playing your favourite sports when you get here, or try something new! If you have any specialist equipment (e.g. ice hockey gear, football boots, squash or badminton racquet) bring it with you. You will be able to start playing soon after you arrive and you will have a ready-made opportunity to meet new friends!

It is good idea to bring a few photos of your family and friends with you, as well as a few favourite items that remind you of home.



Do not bring fresh foods as there are strict rules governing the import of many animal, dairy and vegetable products. If in doubt, leave it out!

For a list of goods you cannot bring into the UK, see www.gov.uk/duty-free-goods/banned-and-restricted-goods

2.3.1 Safety tips for your journey:

- Do not bring large amounts of cash
- Do not put cash in your suitcase. Carry it in a money belt or shoulder bag that you will be able to wear across your body throughout your journey
- During your journey do not accept help with your luggage from people you do not know
- Do not leave your luggage unattended at any time
- Pack your own luggage
- Do not accept requests to carry items for other people

2.4 Documents to bring

Here is a list of the documents you will need to bring. Carry these in your hand luggage as you may need to show all or some of these at Immigration on entering the UK.

- Passport
- CAS statement and unconditional offer letter
- Your examination certificates as stated in your CAS statement
- The letter that you receive at the same time as your Student Route visa
- Your TB health certificate and any chest X-rays (if these are required for your visa)
- Details of all vaccinations that you have received
- Medical records if you have any pre-existing conditions (with English translation)
- Any medication that you are currently taking (including a letter from your doctor in English, confirming which medication you are carrying)
- Your accommodation contract
- Evidence of your finances for your tuition fees and living costs (for example, the bank statements that you used for your visa application, or your official sponsor letter if you are sponsored by your government or a world scholarship organisation).

2.5 Travel insurance

It is in your own interests to arrange travel insurance for your luggage and personal items before you travel to the UK. If your luggage is lost or damaged during your journey, you may be able to claim some compensation.

If your luggage is damaged or lost on your journey, please note that it is **ESSENTIAL** to report it at the airport, **BEFORE** leaving the Arrivals area.

2.6 Getting from the airport to the University

2.6.1 Airport pick-up service from local airports

If you are flying to Leeds Bradford or Manchester Airports in September 2022 or January 2023, and make arrangements with us in advance, we may be able to meet you at the airport and bring you to the University. This is a free service but you must book in advance. It is offered daily from 8:00am - 8:00pm; if an earlier/later arrival is unavoidable we will do our best to accommodate it.

This is a free service but you **MUST** book in advance.

Booking **must** be made by sending an email to airportpickup@bradford.ac.uk giving the following information:

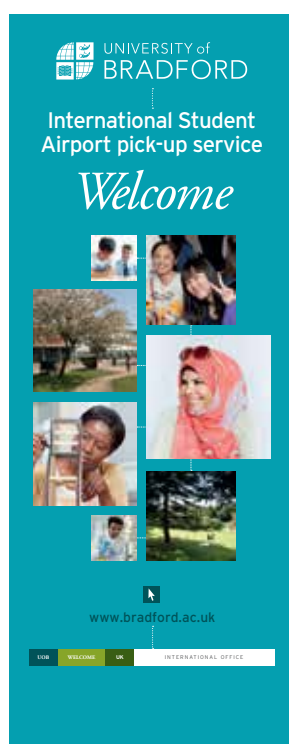
- Your full name
- Your student number (UB number)
- Arrival airport (i.e. Leeds Bradford or Manchester)
- Date and time of your arrival
- Your flight number
- How much luggage you will be bringing (we cannot guarantee we can accommodate more than two suitcases per person).

Alternatively, you can book at: www.bradford.ac.uk/international/journey - go to 'Airport pick-up' at the bottom of this page.

This service **MUST** be pre-booked. Check the website to see what time transportation will be running between Leeds Bradford or Manchester Airports to the University.

The students who meet you at the airport can be clearly identified by the Team Bradford T-shirts that they will be wearing.

If you can't make use of the airport pick-up service, don't worry! The information on the next page explains how you can reach the University.



USEFUL LINKS

UK WEATHER
www.bbc.co.uk/weather/

**EDUCATION UK
STUDENT GUIDES**
<https://study-uk.britishcouncil.org>

2.6.2 Leeds Bradford Airport

You can travel onwards to the University of Bradford from Leeds Bradford Airport by taxi or bus.

TAXI

- Taxi journeys from Leeds Bradford Airport to the University of Bradford will take around 20 to 30 minutes, depending on traffic and will cost around £26
- Arrow Private Hire is the only taxi company permitted to operate directly from the Airport
- Go to the Arrow Private Hire taxi office. This is immediately outside the Arrivals Terminal
- At the taxi office, tell the receptionist the address you want to go to (including postcode)
- The receptionist will tell you the price and you will need to pay for the journey in the taxi office before getting in the taxi
- If you want to book your taxi in advance, you can pre-book online via www.arrowprivatehire.co.uk
- If you are asking for the University, make sure that you ask for the **University of Bradford**, as there are several universities in our region of the UK

BUS

- Bus numbers 737 or 747 operate from Leeds Bradford Airport to Bradford Interchange
- The cost is around £4 and the service operates approximately every 30 minutes Monday through to Sunday

For full bus timetables see www.wymetro.com/buses/timetables/ and type in 737 or 747 to find the most convenient service for you.

For more information about Leeds Bradford Airport see www.leedsbradfordairport.co.uk



2.6.3 Manchester Airport

If you are not able to book a flight to Leeds Bradford Airport, you may find that as an alternative you can book a direct flight from your country to Manchester Airport. This is approximately 80 kilometres from the University of Bradford. You can travel onwards to the University from here by coach or train.

COACH

The National Express coach is the easiest method of transport, as you can come directly to Bradford without needing to change anywhere or carry your luggage very far.

- Details of the National Express coach service and timetable can be found at www.nationalexpress.com
- The journey should take around 2 hours
- The cost of a single ticket is currently around £13.30 May 2022
- You can book a ticket online, in advance, if you have a credit or debit card
- Alternatively, you can buy your ticket from the Tourist Information Centres in the Arrivals Hall in Terminal 1 and Terminal 2 at Manchester Airport
- The place that the coach departs from is called 'The Station' and is situated between Terminal 1 and Terminal 2

TRAIN

If you decide to come by train, you will need to change trains at least once, to get to Bradford. There are two stations in Bradford - Bradford Interchange and Bradford Forster Square. Choose Bradford Interchange, as from here you can easily take a taxi to the University.

- Details of the train services and timetables can be found at www.nationalrail.co.uk
- The journey should take around 2 hours
- The cost of a single ticket is currently between £25 to £32 (May 2022)
- You can buy your ticket from self-service ticket machines or from the ticket office at the station in the Airport
- The place that the trains depart from is called 'The Station' and is situated between Terminal 1 and Terminal 2

TAXI

It is very expensive to travel by taxi from Manchester Airport to Bradford, with fares starting from around £100.

For more information about Manchester Airport see www.manchesterairport.co.uk



2.6.4 Other Airports

If you arrive at another airport in the UK, and you are not able to get a connecting flight, you can travel onwards to Bradford either by coach or train. The coach is generally the cheapest and the most direct option when you have a lot of luggage.

COACH

Details of the National Express coach service and timetables can be found at www.nationalexpress.com

TRAIN

Details of the train services and timetables can be found at www.nationalrail.co.uk. If you are travelling by train from London, you will need to take the train from King's Cross station.

2.6.5 Bradford Interchange

Trains arrive at Bradford Interchange or Bradford Forster Square station; coaches arrive at Bradford Interchange.

- From either station take a taxi to the University (only use the white taxis with the green diagonal stripe on them). The journey takes about 5 to 10 minutes by taxi depending on the traffic and the cost is approximately £3.00 to £5.00
- Or from Bradford Interchange the most direct route is to take the 576 bus to the University which runs frequently, Monday through to Sunday, costing approximately £1.60

2.7 Emergency contact number

If you have any difficulties on your journey, and need to inform the University of changes to your arrival plans, you can call the following number during September. There is no charge for calls to this number from within the UK, and it is operational 24 hours a day, 7 days a week, all through September. It will be answered by staff of the University at all times.

EMERGENCY CONTACT NUMBER:

0800 073 1581 when calling within the UK

+44 800 073 1581 when calling from outside the UK

2.8 Travelling by car

If you are thinking about bringing your car with you, please check in advance with your accommodation provider whether there will be any car parking possibilities. Not all Halls of Residence have carparking availability for residents, and it is extremely important for you to find out before you arrive what the situation is and the costs that will be involved. Car parking permits for the University campus itself are also limited. Also please remember that in the UK we drive on the left.

2.9 Collecting the keys for your accommodation

When you have accepted your accommodation offer, arrival information will be emailed to you.

If you are going to be living in The Green, please read the details on the table below very carefully, so that you know where to register for your accommodation and collect your keys on arrival.

NOTE: If you have any doubts about when and where to arrive, please contact the The Green.

Key collection for Halls of Residence other than The Green is from the Reception Desks in those Halls, and you will be given details by them in your offer of accommodation.

Students living in private housing should arrange arrival date/time and key collection directly with the landlord.

USEFUL LINKS

CAR PARKING ON THE UNIVERSITY CAMPUS

www.bradford.ac.uk/smart-travel/car-travel/car-parking/

DRIVING IN THE UK

www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Driving

Accommodation Arrival Information

Please read the following details carefully so you know where to register and collect your keys on arrival.

ARRIVAL DATES 2022 - THE GREEN		
TIMES	LOCATION	STUDENT GROUP/NOTES
INTERNATIONAL STUDENTS (Early Arrival by arrangement)		
9am to 6pm	The Green Reception, The Orchard, BD7 1BS	Note: Students arriving early will be charged for additional nights
ALL STUDENTS - MAIN INTAKE PERIOD - Saturday 26 September		
Saturday 9am to 6pm	The Green Reception, The Orchard, BD7 1BS	All students



Section 3

What to do when you first arrive

3.1 Your first few days

3.2 Important things to do

3.3 Collecting your Biometric Residence Permit

3.4 Opening a bank account

3.5 Health Centre registration

3.6 Police registration

3.1 Your first few days

It can seem quite confusing when you first arrive, and you do not know what to do and where to go. Don't worry, lots of help will be on hand! This is why we have an International Student Information Point and a full and varied programme of orientation, induction and social activities for you to participate in when you arrive.

The International Student Information Point will be open from 12 September 2022. Just follow the signs in the Richmond Building and you will find us!

The International Student Adviser and a team of student helpers will be on hand to answer any queries that you may have. You will be able to find lots of practical information here about living in Bradford and can join in with our daily guided campus and Bradford city centre walking tours (you might need to reserve a spot on these tours in advance). Pick up a programme here for our orientation talks, and if you attend as many of these sessions as possible, you will be well prepared for living and studying in the UK.

Full details of all the events will be available from www.bradford.ac.uk/international and www.bradfordunisu.co.uk. Copies of the programme will also be available at many locations on campus and at the Halls of Residence in September.

If you are arriving at any other times of the year, please come to the MyBradford Student Support Centre in the Richmond Building. We will be happy to help you with practical information.

3.2 Important things to do

- Let your family know you have arrived safely! You will have access to the internet to send an email home, even before you have enrolled. We will have SIM cards available for your mobile phone. Sometimes it is necessary to 'unlock' the mobile before the SIM card will work, but often it will be ready for immediate use
- Collect your Biometric Residence Permit (if you are on a Student Route visa)
- Enrol on your course
- Open a bank account
- Register with the Health Centre (You will do this online - when you complete the Pre-Enrolment Portal, you will be sent the link to complete the online form)
- Register with the police (if you need to do this, it will be mentioned on your student visa)
- Go to your Faculty Welcome and Induction

Full details of how to do all of these things are given on the following pages. The other important things you need to do are:

- Attend the full induction programme that your Department will be arranging for you
- Visit the International Student Information Point in Richmond Building. Here you will be able to get lots of practical information, find out about the programme of events and ask any questions that you may have
- Go on a campus tour to learn where the main facilities of the University are (from the International Student Information Point)
- Go on a city tour to find out where the main shops are for groceries, bedding, towels, plug adaptors and clothes (tours daily, starting from the International Student Information Point)





USEFUL LINKS

HELPFUL INFORMATION
ABOUT BANK ACCOUNTS FOR
INTERNATIONAL STUDENTS
[www.ukcisa.org.uk/Information--
Advice/Studying--living-in-the-UK/
Opening-a-bank-account](http://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Opening-a-bank-account)

- Attend as many of the orientation sessions as possible. If you attend them all, it will answer many of the 'frequently asked questions' that students have when they first arrive, and it will prepare you for life in Bradford and for starting to study here. You can see the Orientation Programme in advance at www.bradford.ac.uk/international/arrival/ or you can collect a copy at the International Student Information Point
- Talk to people! Don't be shy - it is normal to feel anxious at first regardless of where you come from in the world. Other students will be feeling the same. Don't worry about your English, nobody will mind if you make mistakes. It is far more important just to start talking to other students, and soon you will find that you are making friends from all over the world!
- Join a Club or Society - we have a whole range of sports, country societies and clubs for interests of all kinds (see www.bradfordunisu.co.uk/sport and www.bradfordunisu.co.uk/activities). It is a brilliant opportunity to try something new, or to keep up with an existing sport or hobby that you may have. Best of all, you will be meeting and getting to know people, practising your English and enjoying yourself!

3.3 Collecting your Biometric Residence Permit

If you have a Student Route visa, you will need to collect your Biometric Residence Permit. You can collect this as part of your enrolment. If your BRP has not arrived by the time you enrol, you can co-ordinate to collect this with the International Student Adviser.

3.4 Opening a bank account

The majority of international students open a UK bank account when they arrive in Bradford. There are strict regulations that the banks must adhere to when opening an account for you.

The documents that you are likely to need to open a bank account are:

- Your passport
- Your Biometric Residence Permit (if you are on a Student Route visa)
- 'Letter of Introduction to UK Banking Facilities'. You can obtain this letter from the MyBradford desk, on the ground floor of the Richmond Building, once you have enrolled on your course. It is a big help if you can show the staff at the MyBradford desk your offer letter or CAS statement when you ask for this letter and ideally you should make an appointment with the bank first

It can often take a few weeks for your bank account to become active, so we strongly recommend that you bring some cash with you (around £500) or a prepaid travel card, so that you can meet your everyday expenses in the meantime. Remember also that if you are going to deposit a cheque into a UK bank account, it will take time for this to clear before you can withdraw the money (generally a minimum of 4 or 5 working days for UK cheques, and often 28 days or more if converting from another currency).

Try not to bring £50 notes. They are not common currency in the UK and often are not accepted in shops.

Most UK banks (for example Barclays, HSBC, Lloyds, NatWest, Santander and TSB) have branch offices in Bradford city centre - just a 10-minute walk from the City Campus.



USEFUL LINKS

INFORMATION FOR INTERNATIONAL STUDENTS FROM BRADFORD STUDENT HEALTH SERVICE

www.bradfordstudenthealth.co.uk

KEEPING HEALTHY

[www.ukcisa.org.uk/Information--
Advice/Studying--living-in-the-UK/
Health-and-healthcare](http://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare)

3.5 Health Centre registration

It is important to be registered with a doctor (often called a GP - General Practitioner) near to where you live in the UK. You can register with the Bradford Student Health Service if you live close to the University or within their Practice area and are here on a course that lasts more than 6 months.

If you are arriving in September, you will be able to register with the Student Health Service at the same time as enrolling with the University. You will be asked to complete a health questionnaire - this information is completely confidential.

You can also register with the Health Centre online on your pre-enrolment portal. For more information please visit www.bradfordstudenthealth.co.uk

PLEASE BRING:

- Your TB health certificate and any chest X-rays if these are required for your visa
- Details of all vaccinations that you have received
- Medical records if you have any pre-existing conditions (with English translation)
- Any medication that you are currently taking (including a letter from your doctor in English, confirming which medication you are carrying)

If you want to register with another local doctor that is closer to where you will be living, you can do that. You can search local doctors by your postcode using this online tool: www.nhs.uk/Service-Search/GP/LocationSearch/4

TB TESTS

Even though you may have had a TB test in your home country, you may be asked to have further tests at the Student Health Centre. Please make sure you attend the appointment if requested to do so.

3.6 Police registration

If you need to register with the police, this will be mentioned on your visa (for example 'Register with the Police within 7 days of arrival'), or on the letter that you receive with your visa, or on your Biometric Residence Permit. If you are unsure, bring your passport to the International Student Information Point or the MyBradford desk and we will be able to check for you.

You can find out more about how to register with police on their website. They may offer appointments to do so on campus, or you may have to travel to a specific office - they will let you know in September.

You will need to complete an online registration first: <https://foreignnationals.westyorkshire.police.uk/>

The documents that you will need to take with you are:

- Your passport and Biometric Residence Permit
- £34.00 payable by card

You must make an appointment online before going to the police station. You must complete the online registration within 7 days of arriving in the UK, but it may take longer than 7 days to finalise your appointment at the police station.

City centre map



© University of Bradford

SYMBOLS KEY

-  These shaded areas of the streets denote pedestrianised areas
-  One-way traffic flow
-  Tourist Information Centre



Centenary Square, Bradford city centre



Mirror pool in City Park, Centenary Square, Bradford



Broadway Shopping Centre in Bradford

MAP KEYS

CAMPUS

1. Richmond Building
2. Atrium, Richmond Building
3. Richmond Building Workshop Block
4. ICT Building (Institute of Cancer Therapeutics)
5. Norcroft Building and Norcroft Centre
6. The Green (student accommodation)
7. Horton A Building
8. Horton D Building
9. Chesham B Building
10. Chesham C Building
11. Student Central and J B Priestley Building
12. Sports and Amenities and Carlton Building
13. Pemberton Building
14. Ashfield Building
15. Phoenix Building South West
16. Phoenix Building North East
17. Bright Building (re:centre - Education and Sustainable Development Centre)
18. Cavendish Building (STEM Centre)
19. Cobden Building
20. Peace Garden

SYMBOLS KEY

- Main entrances
- Bus stops
- Information
- P Controlled parking areas (permit holders only)
- P Visitor car parking only. Visitors must display a visitor parking permit in their car, which they can obtain from Richmond Building reception for the City Campus.
- Main roads only shown
- Map not to scale

Campus map



Section 4

Enrolment 19 September to 23 September



4.1 Tuition and bench Fee

Payment and/or confirmation of funding is always required before or during enrolment. Your payment plan information will have been sent to you with your offer letter.

If you have any questions about when to pay your fees, please contact the Credit Control Team for guidance at creditcontrol@bradford.ac.uk

4.1.1 Payment of fees by your sponsor

If your fees are being paid by a sponsor, you must provide an original letter on official letter-headed paper from your sponsor confirming their agreement to pay the University fees directly. A sponsor will be a company or organisation covering the cost of your studies (for example, an employer or Government agency).

Send your sponsor letter to creditcontrol@bradford.ac.uk

An invoice will be sent to your sponsor once you have enrolled and full payment must then be made within 30 days. Instalments are not available for payments made by sponsors.

Please note: friends or relatives are not considered as sponsors.

4.1.2 Payment of fees by you or a family member

FEES OF OVER £8,000

Please pay using the payment methods on page 8. You must ensure you can meet your payment.



DISCOUNT FOR PAYMENT OF TUITION FEES MADE IN FULL BY 30 SEPTEMBER 2021*

A 3% discount is offered to students with a tuition fee of £8000 or over who pay 97% of their tuition fees by 30 September 2022 for Undergraduate and Postgraduate Taught students or 14 October 2022 for Postgraduate Research students (no discount is available on Bench fees).

Check if you are eligible for the discount at www.bradford.ac.uk/money/fees/paying-fees/discount-scheme/#d.en.8229

FEES OF £8,000 OR OVER*

of your fees on or before enrolment (any advance payments made will be paid towards your first instalment).

You are required to make a payment of at least 50% of your fees, before or at enrolment (any advance payments made will be paid towards your first instalment).

FEES OF LESS THAN £8,000*

Fees of less than £8,000 may be paid by in full by enrolment or by instalments. Your fees will be set up on a payment plan of 5 monthly instalments from November through to March automatically for you. If you want to pay in 3 instalments payable in November, January and March, contact the Credit Control Team.

Once your enrolment has been completed, if you have been unable to pay in full, an invoice and payment plan will be sent to your University of Bradford email account (replace address). The payment plan will include the amounts you need to pay and the dates you need to pay by, based on the University's Standard Payment Plans.

Payment plans are not available on fees of under £500 or short courses of 20 weeks or less.



4.1 Tuition fees

4.2 Other information

* Please note payment plans and early payment discounts are reviewed annually and subject to change. You are required to make a payment of at least 50%.

Full details of how to enrol on your course will be sent to you by email during the summer, and will also be available on the University website at

www.bradford.ac.uk/new-students/



4.2 Other information

We sincerely hope that your time at the University will be very happy and straightforward. However, we recognise that sometimes there may be problems. And sometimes there may be circumstances that lead to a student having to withdraw from their studies. Here is some brief information about what to do, if you should find yourself in this situation.

4.2.1 Late arrivals

If you are unable to make it here in time for Welcome Week and the start of term, many of our programmes accept late arrivals and will provide tailored support to help you settle in and catch up on any study you have missed. Further details can be found on our website www.bradford.ac.uk/new-students/late-arrivals/. If you will be joining a programme late for any reason please complete the form on this website. You will not be permitted to enrol after the late arrival date for your course.

4.2.2 Withdrawal from your programme of study/course

It is important to complete the Change of Circumstances Form, which can be found by logging in to E-Vision at <https://evision.brad.ac.uk> and needs completing online. Tuition fees will be adjusted based on the date you inform us of your withdrawal, and there may be an administrative charge. For further details, please contact the MyBradford email: mybradford@bradford.ac.uk, tel: +44 1274 235050).

If you withdraw from your studies, and are on a Student Route visa, the University has an obligation to inform UK Visas and Immigration, and you will be expected to leave the UK. Check with the Visa Adviser (visasupport@bradford.ac.uk) or the International Student Adviser at the MyBradford desk for further information, and to be certain that you do not breach any of the strict Student Route visa immigration regulations.

4.2.3 Withdrawal prior to enrolment where an advance payment has been made

If you make a payment in advance towards your tuition fee, but do not then enrol on your course, you will normally be refunded the payment minus an administration fee.

Withdrawal prior to enrolment where an advanced payment has been made will normally be refunded the payment minus an administration fee of £200.

All refunds will be returned to the originator and will be subject to further bank charges incurred by the University for Forex/transfer fees.

Section 5

EU students – fees and support

5.1 EU student enrolment

EU students should enrol with the International Student Support & UKVI Compliance team. You will be invited to attend an appointment to enrol, and the team will carry out a right to study check (they will need evidence of your pre-settled or settled status, or your immigration permission, such as your Student Route visa).

5.2 Health care for EU students

If you have been granted a Student Route visa, you will have paid the Immigration Health Surcharge which will give you access to NHS services. If you have either pre-settled or settled status you may also continue to use NHS services. If you are coming for a shorter course of study, we would advise that you must obtain Comprehensive Sickness Insurance.

5.3 Tuition fees for undergraduate studies

Following the UK's exit from the European Union, the **UK government has confirmed** that EU, EEA and Swiss nationals starting courses in the 2022/23 academic year who are not registered as 'settled' or 'pre-settled' in the UK will no longer be eligible for home/UK fee status or financial support from Student Finance England. This means that these students will pay the same fees as international students.

EU nationals who are resident in the UK and meet all other eligibility requirements will still be entitled to fees at the UK student rate and to the financial support options available to UK students.

Irish nationals living in the UK or the Republic of Ireland will be treated the same as UK students for fees and funding purposes, due to the UK-Ireland Common Travel Area agreement.

UK nationals living in the EU, EEA and Switzerland may also continue to be eligible for Home/UK fee status, when entering courses at UK universities until **31 December 2027** (subject to meeting eligibility criteria).

Please check at an early stage with the Student Finance Services European Team as to your status and/or eligibility for a Student Finance Loan (EU_Team@slc.co.uk) or hub@bradford.ac.uk before you enrol.

The Student Finance Services European Team, based in Darlington, UK, will deal with your applications and enquiries. You can call their helpline at **+44 141 243 3570** or email EU_Team@slc.co.uk

If you do have a tuition fee loan to cover the cost of your course when you enrol, you will be asked to prove you have applied. If you have not applied, are not eligible for a tuition fee loan, or have chosen not to apply for one and are paying the fees yourself, you will need to pay 50% of the tuition fees at enrolment. The remainder can be paid in instalments.

All EU students paying international fees will be eligible for the University's EU Scholarship. This scholarship is worth up to £7,000 per year (dependent on country of domicile). Details of this scholarship can be found on our website at: www.bradford.ac.uk/scholarships/info/EU-Student-Scholarship-2022

EU students will also be considered for our A*AA/AAA scholarship if they have excellent entry qualifications.

This is worth up to £6,000 per year (dependent on country of domicile). Details of this scholarship can be found on our website at: www.bradford.ac.uk/scholarships/info/Academic-Excellence-Scholarships-for-EU-Students-21

5.4 Tuition fees for postgraduate studies

Tuition fees for EU students commencing their postgraduate studies in 22/23 will be at the same level as our international student fees. For full details, see: www.bradford.ac.uk/money/fees/pgt-international/

If you're already living in the UK and have either settled or pre-settled status, it's worth contacting Student Finance England (SFE) to establish whether or not support would be available via the means of a Postgraduate Loan. Please be advised that this type of loan is only available to students classed as home students.

SFE can be contacted via twitter [@SF_England](https://twitter.com/SF_England) or Facebook: [@SFEngland](https://www.facebook.com/SFEngland).



5.1 EU student enrolment

5.2 Health care for EU students

5.3 Tuition fees for undergraduate studies

5.4 Tuition fees for postgraduate studies



USEFUL LINKS

STUDENT FINANCE

[www.gov.uk/
apply-for-student-finance](http://www.gov.uk/apply-for-student-finance)

Erasmus+, Worldwide Exchange, ISEP and Visiting Students

If you are an exchange student or visiting student such as an Erasmus +, ISEP or Worldwide Exchange student, then it is important that you read the contents of this booklet carefully to prepare for your journey and arrival, as well as the information below.

All students participating in the above programmes are must attend the Welcome and Induction meeting specifically for exchange/visiting students. During the application process, students will receive an email with the details regarding arrival dates, airport pick-up, self-isolation guidance, etc.

The procedure for course registration and final enrolment will be explained at this meeting. Information regarding departmental inductions and orientation events will also be available. It is **compulsory that you attend this meeting**. You will have an opportunity to meet the staff in the academic departments and discuss your course choices and course timetables during the week, and you will be advised by the International Opportunities Team when you will meet them.

You will receive a pre-enrolment email prior to your departure. It is important that you complete the pre-enrolment before the Induction meeting.

Following the Induction meeting, the International Opportunities Team will assist with Enrolment and collection of the UB card.

Please plan your arrival to the UK, so that you can enrol on time and attend the compulsory meeting - details will be sent for September 2022 and January 2023. If you would like more information regarding your semester or academic year abroad then please visit our website and view our Pre-Arrival pack: www.bradford.ac.uk/exchanges/

All exchange students will be able to take part in optional orientation and social activities in September 2022.

The way everybody treats exchange students here is heart-warming. I know that whatever happens, my back will always be covered, and I will get all the support I need. There are so many little things, like free Christmas meals, that make you feel cared about. These are the memories I am going to have for the rest of my life. I am so thankful to have had this opportunity

TATINA SHINGAREVA,
DOSTOEVSKY OMSK
STATE UNIVERSITY



Section 7

Academic English Language Support



Our Language Centre offers a wide range of **FREE Academic English Language support for all international and EU students registered at the University**. Many students tell us how our help has enabled them to achieve better results and feel more confident about their studies.

The Language Centre team are teachers of English language and linguistics who have chosen to specialise in the field of English for Academic Purposes. They know the best methods for teaching you effectively and to enable you to study independently and continue to build on your skills throughout your studies and beyond.

7.1 Academic English Language support classes

We have free weekly classes to help you to develop your academic English language skills over the whole semester. Lots of students attend weekly, but the classes are stand-alone classes, so you do not have to attend every class. There is no need to register – just turn up!

Topics covered include:

- Academic Writing
- Academic Speaking and Communication
- Grammar for Writing
- Pronunciation

7.2 Workshops

We also run a full programme of workshops to help you develop specific academic English language skills. These two-hour workshops provide opportunities to practise using the skills you learn during the workshops.

Topics covered include:

- Academic reading skills
- Academic style
- Paraphrasing in academic writing
- Academic language and vocabulary
- Common errors in writing
- The language of critical thinking
- The language of presentations
- There is no need to register – just turn up!

7.3 One-to-Ones

We offer one-to-one (1:1) appointments with an experienced English for Academic Purposes lecturer throughout the academic year (and particularly in the last three weeks of term) to work on any aspect of academic English with you. During a 1:1 session we can:

- Answer any specific questions you may have about academic English language.
- Provide some help with reading and writing skills, grammar and word usage, punctuation, pronunciation, and referencing skills.
- Look at a sample of your written work (for example, a longer paragraph or one page) and provide formative feedback.
- Provide advice on study skills, learning materials, classes and workshops.
- Informally discuss any personal difficulties that may be hindering your success.
- Provide guidance on how you can further develop your English skills and agree an action plan with you.

7.4 Online Resources

You can access our online resources via the University's Virtual Learning Platform (Canvas). Resources from all the support classes and workshops and self-access materials are available to help you develop your academic English language skills.

The Language Centre is here to help you succeed in your studies!

For more information, please see www.bradford.ac.uk/language-centre/support-during-studies/





Section 8

Other important information

8.1 Academic Skills Advice

8.2 Bringing the family

8.3 Chaplaincy and faith provision

8.4 Conditions of your Student Route visa

8.5 Help and advice

8.6 Important dates

8.7 Insurance

8.8 Part-time working

8.1 Academic Skills Advice

Looking to improve your maths, writing or study skills? Academic Skills Advice is a free service, available to any student at the University. We provide one-to-one and small group teaching and guidance, with a wide range of resources designed to help you develop your skills as an independent learner. To find out more, visit our webpage: www.bradford.ac.uk/academic-skills

8.2 Bringing the family

8.2.1 Visa regulations

Currently, Student Route visa regulations permit:

- Postgraduate students on full-time courses of at least 12 months' duration
- Government-sponsored students on full-time courses of at least 6 months' duration

to apply for 'PBS Dependant' visas for their spouses and children under 18 to join them in the UK for the whole length of their course.

All other students will only be able to apply for their spouse and children under 18 to come for a short period (no more than 6 months) on a 'Standard Visitor' visa.

Full details are available at www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Dependants

You can search for properties suitable for families through the Unipol Student Homes website and they may be able to recommend letting agents to you. See www.unipol.org.uk/bradford or contact them by email at: info@unipol.bradford.ac.uk detailing the type of accommodation you require, and they will be able to offer more detailed advice. **Family accommodation is very limited in the North of England, so you do need to plan and research this well in advance.**

From 1 February 2016, landlords for private housing in England have to check that their tenants have a valid visa before signing a contract. You will therefore need your passport and Biometric Residence Permit with you, when you are making the final arrangements for signing your tenancy agreement.

Remember that accommodation contracts are binding in law, so make sure that you fully understand what is included in the rent, and that you are satisfied with the condition and location of the property before you sign the contract. Once the contract is signed, you will be liable for the rent for the whole of the contract period, even if you decide to leave the property.

8.2.2 Schools

Children of international students studying in the UK can go free of charge to state schools (from 5 - 18 years).

Arrangements should be made well in advance by contacting Bradford Metropolitan Council for details of available places. For information on local schools in Bradford, see www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/

The postcode areas closest to the University are BD7 and BD5. You can search online for schools closest to the postcode where you will be living at www.bradford.gov.uk/education-and-skills/find-a-school/schools-finder/. All the schools have a telephone number and email address listed, for further information.

All schools are regularly inspected by the Government, and a report is made public - this is called an 'Ofsted Report'. You can access the Ofsted Reports of all the schools in the Bradford area - go to the section on 'Inspection Reports' on www.ofsted.gov.uk

A central point of contact for schools in the Bradford area is:

School Admissions Team
Children's Services
Margaret McMillan Tower
Princes Way
Bradford
West Yorkshire
BD1 1NN

To make an appointment to meet with the Schools Admissions staff at Margaret McMillan Tower, contact: Tel: **+44 1274 439200**

Email: primaryadmissions@bradford.gov.uk for schools admission for children aged 5 to 11 years or secondaryadmissions@bradford.gov.uk for schools admission for children aged 11 to 18 years.

8.2.3 Nurseries

If you have children under 5 years and would like them to go to a nursery, please note that there are charges for places in nurseries in the UK, including our nursery facilities on campus. See www.bradford.ac.uk/nursery for details about our nursery. It is important to apply well in advance if you would like your children to attend the University nursery, as there is often a waiting list for places. It is important to budget for the nursery fees, as it can cost more than £225 per week to have a child in nursery on a full-time basis.

8.3 Chaplaincy and faith provision

Tolerance and respect for religions and beliefs are important at the University of Bradford. The city has places of worship for most faiths and religions, and many of these are close to our campus.

Our Chaplaincy team represent various faith groups and provide spiritual support and pastoral care for staff and students of all faiths and none. For contact details and further information, please see www.bradford.ac.uk/my-bradford/a-z/faith-advisers-and-chaplains

8.4 Conditions of your Student Route visa

If you have a Student Route visa, there are certain rules that the University and students have to follow. Your visa will be withdrawn by UK Visas and Immigration, and you would be required to leave the UK if you break the rules, even if you have not completed your studies.

Do not let this happen to you!

When you arrive at the University, you will be required to attend a 'Student Route Essentials' information session. Full details about these sessions will be available from the International Student Information Point and from the MyBradford help point in Richmond Building Atrium.

Briefly, the duties of the student are to:

- Make sure you inform the University of your contact address in the UK and mobile phone number. These details must be kept up to date at all times
- Make sure that you attend all your lectures, seminars and tutorials.
- If there is an unavoidable reason why you have to miss a lecture, make sure that you inform the University of the reason as soon as possible
- Make progress in your studies.
- If you are a student from a country that has to register with the Police, this should be stated on your visa. You can also check if this applies to you at www.gov.uk/register-with-the-police. You must do this within 7 days of arrival in the UK. You must also update your Police Registration Certificate within 7 days, if there is a change in your circumstances, for example if you move to a new address, change course, or get a new visa

- Make sure you do not work more hours on a part-time job than your visa allows. Most students are permitted to work a maximum of 20 hours per week during term time, and full-time in vacation time. Make sure that you are aware what is classed as vacation time for your course. Never exceed your working hours, and never average your working hours out over a number of weeks. This would be a breach of the Student Route visa regulations. We recommend that you do not work more than approximately 15 hours per week, as any more time than that will interfere with your studies
- You cannot do the following types of work:
 - be employed as a professional sports person (including a sports coach);
 - be employed as an entertainer;
 - be self-employed or engage in business activity; or
 - fill a full-time, permanent vacancy (except on a recognised foundation programme or as a Students' Union sabbatical officer)
- Do not claim any 'public funds'
- Do not get into trouble with the Police or commit any criminal offences
- Be available for interview by UK Visas and Immigration staff and be prepared to show that you still have enough money in your bank account to cover your living costs and any tuition fees that have not yet been paid
- Leave the UK if you suspend your studies or withdraw from your course

UK Visas and Immigration regularly make changes to the Student Route student visa category. Sometimes the changes can affect current students as well as students applying for visas in the future. The University will inform you of changes, but you should also keep up to date by regularly checking the regulations at www.gov.uk/student-visa

If you find that you are having personal, financial or academic difficulties, it is important to seek help at an early stage from the International Student Adviser and other support staff at the University. Ask for visa advice at an early stage too, as any changes that you make to your original plans are also likely to have an impact on your visa, due to the strict Student Route visa regulations.

For further information please see: www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Student-status



USEFUL LINKS

AN ONLINE RESOURCE WITH
LEARNING ACTIVITIES DESIGNED
TO HELP YOU PREPARE FOR
STUDIES IN THE UK

www.prepareforsuccess.org.uk

SAFETY INFORMATION FROM
THE BRITISH COUNCIL

www.britishcouncil.org/sites/default/files/safety-first.pdf



8.5 Help and advice

We do understand that it can be a very anxious time prior to your arrival at University and that you may have a number of questions. We hope that these will have been answered in this booklet. However, if you need any reassurance, or have further queries, please do not hesitate to contact any of the email addresses listed on page 1.

Moving to a new city is exciting, but don't worry if you feel worried, lonely or a bit lost for the first few days; this is completely normal. In addition, culture shock is a very real phenomenon and it may help you to read a little about that now, so that you can prepare yourself. There is a very useful link at: www.ukcisa.org.uk/Information--Advice/Preparation-and-Arrival/Facing-culture-shock

WHAT CAN YOU DO TO HELP THESE FEELINGS PASS?

Here are some ideas:

- Try to join in with events organised by the International Office and the Students' Union. These activities are designed particularly for new students and we do our very best to make everyone feel welcome and involved
- Talk to other students - they may seem confident, but the chances are that they are actually feeling the same as you
- Don't sit in your room and worry about things. Come and see us at the International Student Information Point, the MyBradford help point in Richmond Building Atrium, your Department, our Counselling Services, or the UBU in Student Central - staff at all of these places will be happy to see you and to help

We are looking forward to meeting you!

8.6 Important dates

Orientation Programme available
19-23 September 2022
January dates will be confirmed

International Student Enrolment starts
19 September 2022 for most courses

Welcome Week - for all new students
26 September 2022
January dates will be confirmed



8.7 Insurance

If you are living in Halls of Residence, insurance cover for your possessions is likely to be included in your rent. Please be sure, however, that the amount of cover will be sufficient to insure all your belongings.

If you are living in private accommodation, it is essential to arrange insurance cover for your possessions. This is known as 'Contents Insurance' or 'Student Possessions Cover'.

Although Bradford is a safe city and University security is excellent, it is important to follow sensible safety precautions, just as you would in any large city of the world. Simple steps, such as always remembering to lock your door when leaving your room in your Halls of Residence (think of it as being the front door to your home), and not letting people into your Halls of Residence that you do not know, will help to keep your possessions safe and secure.

Visit the International Student Information Point for details about suitable insurance companies and other useful safety information.

8.8 Part-time working

Please note that work in the UK cannot be guaranteed, and the wages are often quite low. It is extremely important that you do not rely upon getting a job here to finance your studies and living costs. Please make sure that you have all your finances arranged before coming to start your course.

8.8.1 EU students

EU students who hold a Student Route visa should refer to the advice for international students in the next section. EU students who hold presettled or settled status can work part-time during their degree. We would strongly recommend that you do no more than 15 hours of temporary work per week, as it is highly likely to interfere with your studies if you do more than that.

See www.gov.uk/browse/visas-immigration/eu-eea-commonwealth to check whether any restrictions apply to you.

8.8.2 International students

Some international students can work part-time alongside their studies, according to what type of visa they have.

If you have a Student Route student visa and are on a full-time degree-level course, you will usually be permitted to work for no more than a maximum of 20 hours per week during term time and full-time in vacation periods.

If you have a Student Route visa, and are on a course below degree level, you can only work for 10 hours per week during term time and full-time in vacation periods.

International students on a Short-Term Study Visa are NOT permitted to work in the UK.

The definition of 'vacation' for visa purposes will also vary according to what course you are doing.

- Undergraduate students have a vacation period at Christmas, Easter and in the summer
- Postgraduate students have a vacation period at Christmas and Easter, but not the summer, as this is when you will usually be writing your dissertation, however, this will depend on the start date of your programme
- PhD students will have a vacation period at Christmas and with the permission of their supervisor

We would strongly recommend that you do not work more than 15 hours per week, as it is highly likely to interfere with your studies if you do more than that.

Please note that you cannot do any of the following:

- be employed as a professional sportsperson (including a sports coach);
- be employed as an entertainer;
- be self-employed or engage in business activity; or
- fill a full-time, permanent vacancy (except on a recognised foundation programme or as a Students' Union sabbatical officer)

USEFUL LINKS

INFORMATION FROM OUR CAREER DEVELOPMENT SERVICES
www.bradford.ac.uk/careers/

INFORMATION FOR INTERNATIONAL STUDENTS
www.ukcisa.org.uk/Information--Advice/Working/Can-you-work

STUDENT ROUTE POLICY GUIDANCE:
www.gov.uk/government/publications/points-based-system-student-route

SAFETY IN THE UK
https://study-uk.britishcouncil.org/sites/default/files/h009.01_studyuk_creating_confidence_a5_final_web.pdf

Checklists

BEFORE YOU LEAVE HOME ARRANGE:

- ☐ Acceptance of your offer
- ☐ Your passport
- ☐ Your CAS (Confirmation of Acceptance for Studies) number
- ☐ Your visa (if applicable)
- ☐ How you are going to pay your tuition fees
- ☐ Enough money for your living costs
- ☐ Your accommodation
- ☐ Your flight
- ☐ Your travel insurance
- ☐ Booking on the Airport Pick-Up Service if you are arriving between September 2022 at Leeds Bradford or Manchester Airport
- ☐ Online enrolment at the Enrolment Portal (follow the instructions in the email that will be sent to you). **This must be done prior to your in person enrolment and BRP collection'**

REMEMBER TO BRING:

- ☐ Your passport
- ☐ Visa decision letter
- ☐ Your Confirmation of Acceptance for Studies statement and Acceptance letter
- ☐ Your original qualification certificates
- ☐ Your enrolment summary and documents in your enrolment checklist
- ☐ Banker's draft, cheque or credit card to pay at least 50% of your tuition fees
- ☐ If your fees are paid by an official sponsor (company, organisation or government, rather than relative), bring the original sponsor letter on their headed paper and their telephone number
- ☐ Documentary evidence of any outstanding conditions for your application (e.g. examination certificates)
- ☐ Your accommodation contract (if applicable)
- ☐ Your travel insurance

- ☐ Legal documents proving any change of name
- ☐ Small amount of money (about £500) in cash or a pre-paid travel card for everyday expenses and use before your bank account can be set up and activated
- ☐ Your TB health certificate if applicable and any chest X-rays that you have
- ☐ Details of all vaccinations that you have had
- ☐ Medical records if you have any pre-existing conditions (with English translation)
- ☐ Any medication that you are currently taking (including a letter from your doctor in English, confirming which medication you are carrying)

WHEN YOU GET HERE:

- ☐ Locate your accommodation
- ☐ Come to the International Student Information Point in Richmond Building, open from 19 September - 7 October 2022, 9:00am - 5:00pm week days - just look for the signs!
- ☐ Let your family know you have arrived safely!
- ☐ Collect your Biometric Residence Permit, if you are on a Student Route visa
- ☐ Enrol on your course
- ☐ Attend an enrolment appointment (if you are a Student Route visa holder, or an EU/EEA student)
- ☐ Attend the essential induction and ID check in your Faculty, to collect your student card
- ☐ Attend all the induction lectures and sessions in your Department
- ☐ Open a bank account
- ☐ Register with the Health Centre - you can do this online at www.bradfordstudenthealth.co.uk or in person
- ☐ Register with the police (if applicable)
- ☐ Go on a campus tour
- ☐ Go on a city tour
- ☐ Attend as many orientation talks and activities as possible
- ☐ Attend a 'Student Route Essentials' information session (if you have come to the UK on a Student Route visa)

The contents of this publication represent the intentions of the University at the time of printing. The University reserves the right to alter or withdraw courses, services and facilities as described in this booklet without notice and to amend Ordinances, Regulations, fees and charges at any time. Students should enquire as to the up-to-date position when applying for their course of study. Admittance to the University is subject to the requirement that the student complies with the University's admissions procedures and observes the Charter and Statutes and the Ordinances and Regulations of the University.





DISTANCE BY TRAIN
TO BRADFORD

Edinburgh - 4 hours

Manchester - 1 hour

Birmingham - 3 hours

London - 3 hours