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Welcome to new international students

Congratulations on your offer to study at Loughborough University. We hope you will enjoy your time at the University. The information in the Pre-departure Guide is here to help you prepare for when you leave home and what you might expect when you arrive in England.

For students coming to study at our new London campus this year much of the information here will still be relevant and helpful for you. Where there are some additional things of which you need to be aware, we have clearly included specific references to them. We would also recommend that you visit our dedicated London campus website: www.lboroLondon.ac.uk

Loughborough University is one of Britain’s top 15 universities in UK league tables and is proud to be WhatUni’s University of the Year 2015. Loughborough is centrally located in England, making it an ideal place for exploring Britain. Located in the County of Leicestershire, Loughborough is close to the major cities of Nottingham and Leicester and is just 90 minutes away from London via train. The University is located approximately 2 miles away from the centre of the town, which has been voted the 6th safest place in the UK for students to live. It is home to WhatUni’s Best Students’ Union 2015, which exists to represent students’ interests and offers a wide range of facilities. There are over 2500 international students studying at the University. As sports enthusiasts will know, Loughborough is famous for its excellent sports facilities on campus, which every student may use. Overall, Loughborough provides a sensational experience for students which is confirmed as a Top 3 university experience, as rated by Times Higher Education.

Pre-sessional English Language Courses
For 2015/16 entry all pre-sessional courses will be based at our East Midlands campus and will thus also cater for students preparing to take their Masters programmes at Loughborough University London. The course members will have the opportunity to meet fellow students who will be studying at both of the University’s campuses. Students will have the opportunity to meet students studying at Loughborough University and Loughborough University London. As part of the pre-sessional course welcome programme, the Loughborough University London students will visit the London campus to help them prepare for the transition to their Masters programmes there.

The University’s International Office is here to help you, both before you arrive and during your course.
International Student Welcome Week

The Welcome Week is designed to introduce you to the fantastic lifestyle at Loughborough University and provide you with all the essential information and support that you will need to start your studies. Freshers’ week offers an action packed week with many activities, ranging from a visit to local landmark Beacon Hill to the amazing Freshers’ Ball at the the Loughborough Students’ Union (LSU). We also offer Alternative Freshers’ Week, which is open to any student who wants to meet and socialise with other new Loughborough students who don’t drink alcohol. There will be plenty of sporting, social and cultural activities organised by your hall and the Students’ Union to help you settle in and make new friends.

There will be a number of sessions giving you practical advice and support on such topics as registering with the doctor and dentist, personal safety and how to live on a budget in the UK.

The Welcome Week will take place at the end of September and more information, including a full timetable of events and details of how to book your place, will be available on the Student Support Centre Website from early June 2015.

Alternatively you can contact:

Student Support Centre
Loughborough University
LE11 3TU
Tel: +44 (0)1509 222058
Fax: +44 (0)1509 223919
Email: ssc@lboro.ac.uk

Induction and welcome

All new International, European and Exchange students are invited to attend an induction and welcome meeting organised by the International Office. This will be held on Monday 28th September 2015 for Undergraduate and Exchange students and Tuesday 29th September 2015 for Postgraduate students. We would recommend that you attend the welcome meeting as it provides an excellent place for you to make new friends from other countries. You can also meet members of the International Office and the Student Support Centre, who will be available to answer any questions you may have.

The induction sessions will include information about:

- Support services for international students
- Local religious groups and organisations
- NHS medical and dental services
- Transport, mail and telephones
- Personal and road safety
- Shopping
- Opening a bank account
- Police registration
- Helping you extend your visa
- Understanding culture shock

Details of the induction sessions will be available on the International Office website.

Your academic departments will run their own individual induction sessions, which you must attend. There is also a separate induction programme for Postgraduate Research Students, which will include an international dimension.

Loughborough University London students

Students based on our new London campus will be able to benefit from a similar induction and welcome programme to the one organised for students on the home campus. This is specially designed to help them settle in quickly to life in London and provide key information on academic and welfare support services, career and employability advice as well as the wider experiences that the Queen Elizabeth Olympic Park and the city of London have to offer.
**Immigration**

**Visas**

Unless you are a British Citizen or an EEA or Swiss national, or you already hold immigration permission that allows you to live and study in the UK, you will most likely need to obtain immigration permission before travelling to the UK to study. All students aged 18 or over who are coming to study for longer than six months must obtain entry clearance as a Tier 4 (General) student from the nearest British Embassy/High Commission. The entry clearance certificate, or ‘visa’, is issued as a sticker [or ‘vignette’] which is placed in your passport or travel document.

The UK Visas and Immigration website gives up-to-date information on how and where to apply as well as local application procedures. You should read through the information note on Tier 4 students www.gov.uk/tier-4-general-visa

The full Tier 4 policy guidance sets out the requirements in detail, including specific instructions on the type and form of supporting evidence that is required; www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

The immigration rules and Tier 4 policy guidance are frequently changed and you must rely on the up-to-date version at the time of applying. There is no discretion within the points-based system and if your application and evidence do not comply with the prescribed format your application will be refused.

As part of your visa application you will require a Confirmation of Acceptance for Studies (CAS). Information on obtaining a CAS from the University is available here. You will need information from your CAS statement to complete your visa application; the CAS statement will also help you calculate how much money you need to show for any outstanding tuition fees and which documents you need to provide as evidence of how you secured your course offer.

UKVI is phasing in the requirement for anyone coming to the UK for more than six months to have a Biometric Residence Permit (BRP) www.gov.uk/biometric-residence-permits. By 31 July 2015 visas for stays of more than six months will be issued for just 30 days to allow you to travel, and within 10 days of arriving in the UK you must collect your Biometric Residence Permit which will contain your permission to stay longer. The visa application process will ask you for your contact details in the UK and/or those of where you are studying and which Post Office you wish to collect your BRP from. If necessary you can use the relevant University address for your contact details. Details of the nearest Post Office to each University campus are as follows:

**Loughborough Campus address**
Loughborough University
Epinal Way
Loughborough
Leicestershire LE11 3TU

**Nearest Post Office for BRP collection**
Loughborough Post Office
10 High Street
Loughborough
Leicestershire LE11 2PY

**London Campus address**
Loughborough University in London
Here East, off Waterden Road
Queen Elizabeth Olympic Park
London E20 3BS

**Stratford Post Office**
26 - 28 The Broadway
Stratford
London E15 4QS

Please note that all pre-sessional courses are delivered at the Loughborough campus.

In order to be able to collect your BRP, you will need to take these items to the Post Office: your passport containing your visa and the letter which you received when your visa was issued.

If your application is successful, an entry clearance vignette, or visa, will be placed in your passport. This should indicate that you are a 'Tier 4 General student'. Your visa should confirm your details and the sponsor licence number of Loughborough University (as confirmed within your CAS statement). The visa will also state that you may not have any recourse to UK public funds. It will confirm your entitlement to work, according to the Tier 4 rules, and indicate whether you have to register with the police. It is advisable to check that your visa is correct before travelling to the UK, as it may be easier to have any necessary corrections made by the UK visa service in your home country rather than trying to do that after arriving in the UK.

If your application for entry clearance is refused, you may have the right to request an administrative review as explained in the Tier 4 policy guidance. If your application has been correctly refused because you did not submit the correct information or evidence, you should consider reapplying.

Since 6 April 2015 Tier 4 visa applicants have been required to pay the UK’s new Immigration Health Surcharge (IHS) before applying for the visa: www.gov.uk/healthcare-immigration-application/overview. This compulsory payment permits you to benefit from the UK’s public National Health Service for the period of your stay here.

The surcharge is calculated as £150 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 £75 for this period. If your visa includes part of a year that is more than six months, you will have to pay £150 for this period. For example, if your CAS states that your course starts in October 2015 and ends in June 2018 you should be granted a visa from September 2015 until October 2018 and the immigration surcharge will therefore be £525. The Tier 4 application will direct you to create an account on its Hyperlink and pay the required charge through the IHS portal. Once you have done this you will be given a reference number which you must write on the front of your Tier 4 application form.

When you access NHS healthcare, you should bring your BRP with you.
Students studying for less than six months
If you wish to stay in the UK for less than six months, it may be appropriate to apply for a short-term study visa. Non-visa nationals can also apply for this kind of visa on arrival in the UK if they meet the requirements of the immigration rules. Short-term study visas cannot be extended in the UK and cannot be switched to another kind of visa (including Tier 4 student visas). Short-term students are not allowed to work in the UK and you will not be able to bring your family as your dependants. You should therefore consider very carefully if it will be suitable for your needs before applying for this kind of visa.

Academic Technology Approval Scheme (ATAS)
In order to take a course of study in some science and technology subjects, you may require ATAS clearance. Your offer letter and CAS will confirm whether ATAS clearance is required. If it is, you must apply for an ATAS certificate and include a copy of your ATAS certificate with your visa application. Further information about the ATAS clearance scheme, including the programmes that require ATAS clearance, can be found on the following web pages:

Postgraduate research students find out more here
Postgraduate taught students find out more here
Undergraduate students find out more here

It can sometimes take up to a month or longer for an initial decision to be made. Therefore you should apply in good time before your visa application. Further information can be found on the ATAS website.

Tuberculosis (TB) screening
TB screening is now compulsory for those applying for a visa for longer than six months in certain countries. It is advisable to travel with your medical certificate in your hand luggage; you may also bring your chest X-ray with you in case you need to see a doctor in the UK. Further information can be found on the UK Government website.

Biometric information
As part of the visa application process you will be required to provide ‘biometric’ information. Electronic scans of your fingerprints and a full face digital photograph will be taken at your visa application appointment. Your visa application will not be processed until this information has been collected. Biometric information may be checked again when you arrive in the UK.

Visiting the USA while in the UK
If you are planning to visit the USA either on holiday or on a course field trip while you are studying in Loughborough, you may find it easier to apply for an entry visa from the American Embassy in your country before you travel to the UK. It can be difficult to obtain a visa for the US in the UK, as many students are unable to demonstrate that they have adequate ties to the UK, and this raises doubts about their intention to return here.

Visiting other European countries whilst in the UK
The UK does not take part in the EU Schengen Visa Scheme, therefore a UK visa is not valid for entry to other parts of Europe. If you are a visa national (a visa national is someone who requires a visa to enter the UK), you may find it easier to apply for a Schengen visa in your home country as the requirements for applications made while you are temporarily resident in the UK can be stricter.

Students from Europe
EEA (European Economic Area) and Swiss nationals do not need any form of entry clearance to come to the UK. You may enter the UK by showing your passport or national ID card. You will have a general right to reside in the UK for up to 3 months but may stay longer for the duration of your studies. If you intend to bring family members who are not EEA nationals, they will normally require a family permit before travelling. Further information can be found on the UK Government website.

Names on documentation
Occasionally, problems occur with the spelling of names and addresses, especially in connection with students from countries that use a different alphabet from English. It is best to decide on how you wish your name to be spelt in English and then use this spelling at all times. Preferably, this should be the spelling that is given in your passport.

Travel arrangements for sponsored students
If you are being sponsored to study in the UK, you should check with your sponsor to see if they will make visa and travel arrangements for you.
Arrival in the UK

Immigration
When you arrive you will first have to go through immigration control and a Border Force Officer will check your passport (or national identity card for EEA and Swiss students). Your fingerprints will be scanned and your visa should be date stamped by the Border Force Officer. Even if you already have your Visa the Border Force Officer may still check your purpose for coming to the UK and try to find out if you can speak English without the aid of an interpreter. It is recommended that you have the following documents available in your hand luggage in case they are needed:

- Valid passport (with visa or entry certificate as required)
- Admissions correspondence confirming acceptance onto your programme
- Evidence that you can pay your fees and support yourself for the duration of your course (letter from sponsor/funder or bank statements)
- Health certificate (if appropriate)

Customs
There are limits on the type and amount of certain goods e.g. alcohol and cigarettes, which you may bring into the UK without having to pay tax or duty. It is illegal to bring certain items including some food and plant products into the UK from outside the EU. If you are arriving from outside the EU and are bringing more than 10,000 Euros (or the equivalent in another currency) you are required formally to declare this on arrival. If you have to bring any medication which has been prescribed by a doctor for your personal use, you are advised to bring documentary proof of the nature of the drugs; otherwise they may be confiscated by Customs. Information on customs control is available here.

Travel and medical insurance
You are advised to take out adequate travel insurance to cover your journey including the cost of medical expenses and personal possessions cover. If you are not an EEA/Swiss national and are coming to the UK for less than six months you may not have access to full National Health Services and should take out medical insurance for the duration of your stay. If you are being treated for or have an on-going medical condition it is advisable to see your doctor before leaving home so as to obtain photocopies of your medical records to give to your doctor in the UK.

Make sure you have the full name and address of your family doctor in your home country.

Lost luggage
If any of your luggage is lost in transit then report it to the staff of the airline you have travelled with as soon as possible. If you lose any of your belongings at the airport, rail or coach station then report the loss to the Lost Property Office to see if it has been handed in. If you think it may have been stolen then report it to Security/Police.
UK airports
Most students tend to reach the UK by flying into one of the major London airports, normally Heathrow, as flights to London are available almost anywhere in the world. Loughborough University offers a free on-arrival coach pick-up service from Heathrow on certain days before the beginning of the academic year. The coach will bring you and your luggage directly to the campus.

There are, however, some direct flights to Birmingham International and East Midlands from some countries. These airports are closer to Loughborough than the London airports, but the University operates its coach pick-up service only from London Heathrow.

Please remember when you’re packing a suitcase that you will have to carry your bags around the airports and to your accommodation building. A key rule is, if you cannot carry it do not pack it! You will be able to buy most things you need after arriving in Loughborough. We recommend that you do not bring more than one large suitcase and one small suitcase.

Travelling from the airport to Loughborough
There are a number of ways to get to Loughborough from each airport, with widely varying travel times and costs. Below are our suggestions, taking into account the most convenient journey times and affordable costs, though you may wish to look at other options.

By coach
- Loughborough University offers a free coach service from Heathrow. See page 10 for details. If you are not arriving on the dates listed on page 10, please see the contact details below for National Express Coaches and Eurolines to find out about times and costs.
- National Express Coaches: +44 (0)8717 818181 (from UK only) or see www.nationalexpress.com
- Eurolines – agents for National Express: www.eurolines.co.uk

By train
For detailed information on timetables and fares, contact:
- National Rail Enquiries: +44 (0)8457 484950 (from UK only) or see www.nationalrail.co.uk
- East Midlands Trains: www.eastmidlandstrains.co.uk or the Train line: www.thetrainline.co.uk

By taxi
Travelling from the international airports to Loughborough University can be expensive. However, you may pre-pay with the Loughborough campus-based taxi company, ADT*, and it may save you money. A taxi from London Heathrow to the Loughborough campus will be approximately £128 with ADT. A taxi from Birmingham airport to Loughborough University will cost around £56 with ADT pre-paid. Finally, a taxi from East Midlands airport to the University would cost around £20. We would recommend you either travel by train or coach from these airports to the University, but if you would rather travel via taxi please find a link to ADT’s website here.

*ADT is a reputable taxi company based at the Loughborough campus. It is a private company and not owned by, or affiliated to, Loughborough University.
Free airport coach service from Heathrow
To use our free airport coach service you must [book online] at least 14 days before your flight or call the International Office +44 (0)1509 222201

The meeting point for the coach will be in Heathrow Terminal 3 Arrivals and coaches depart at approximately 12pm on the following days:

- **8th July 2015**: Recommended for students attending the 10 Week Pre-Sessional Course
- **12th August 2015**: Recommended for students attending the 5 Week Pre-Sessional Course
- **7th September 2015**: Recommended for students attending the 2 Week Study Skills Course
- **23rd September 2015**: Recommended for new undergraduate & postgraduate students
- **24th September 2015**: Recommended for new undergraduate & postgraduate students
- **26th September 2015**: Recommended for new postgraduate students, NOT undergraduate

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Heathrow Airport, London
Tel: +44 (0)8443 351801
[www.heathrowairport.com](http://www.heathrowairport.com)

**FREE coach service**
Loughborough University provides a free coach service on designated arrival days between Heathrow Airport (Terminal 3) and the campus. This service is offered free to all new international students arriving for the summer pre-sessional English courses and the new academic session.

**Train**
When travelling from Heathrow to Loughborough you will need to take the London Underground, Piccadilly Line, train to London St. Pancras International station and then a National Rail train from St. Pancras to Loughborough (the service is frequent). The journey on the London Underground will take nearly 60 minutes and your train will reach Loughborough in approximately 80 minutes, so the total journey might be 2.5 hours from Heathrow. Prices vary depending on how far in advance you purchase your tickets, the route taken and the time of day. A single ticket costs between £25 and £80.

**The journey will involve carrying your luggage up and down escalators or steps.**

**Coach**
You can get an Airport Transfer National Express coach from Gatwick directly to East Midlands Airport. This service departs every 2 hours (Journey time about 5 hours) and costs approximately £50 for a single ticket. See “East Midlands Airport” below for details of onward travel to the campus.

Many students will find the coach service convenient, as there is no changing involved while carrying heavy luggage. Don’t try to carry too much luggage if you are moving between coach, underground and rail.

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Gatwick Airport, London
Tel: +44 (0)8448 920322
[www.gatwickairport.com](http://www.gatwickairport.com)

**Train**
There is a rail service from Gatwick to Loughborough, either through central London or changing at Luton. The journey takes around 2.5 to 3 hours. Prices vary substantially depending on when tickets are purchased, the route taken and the time of day. A single ticket costs between £25 and £100.

**The journey will involve carrying your luggage up and down escalators or steps.**

**Coach**
You can get an Airport Transfer National Express coach from Gatwick directly to East Midlands Airport. This service departs every 2 hours (Journey time about 5 hours) and costs approximately £50 for a single ticket. See “East Midlands Airport” below for details of onward travel to the campus.
Loughborough University London students

Our London campus is convenient and accessible, with easy and affordable transport connections to central London, the UK and Europe. The University is just ten minutes’ walk from Stratford International station, Docklands Light Railway (DLR), London Underground and several bus services, including National Express and Megabus. From Stratford International Station you can get to St Pancras International Station in fewer than seven minutes.

London’s major airports (City, Gatwick, Heathrow and Stansted) are between 15 and 60 minutes away, offering both international access and cheap budget flights across Europe and beyond.

Stansted Airport, London
Tel: +44 (0)844 351803
www.stanstedairport.com

Train
There is a rail service from Stansted to Loughborough (normally with one change at Birmingham or Leicester). Prices vary but a single ticket costs approximately £55 to £80 depending on when purchased.

Coach
National Express operate a service to Loughborough via Coventry (journey time approximately 5 hours). The fare is approximately £24 to £40 depending on when purchased.

Birmingham Airport
Tel: +44 (0)8712 220072
www.birminghamairport.co.uk

Train
There is a rail service from Birmingham International railway station to Loughborough (changing at Birmingham New Street or Coventry or Derby). A single ticket costs between £24 - £28.

East Midlands Airport
(Nottingham - Leicester - Derby):
Tel: +44 (0)8712 710711
www.eastmidlandsairport.com

Bus
There is a 24-hour local bus connection between East Midlands Airport and Loughborough – see: www.eastmidlandsairport.com

Taxi
The taxi journey from East Midlands Airport to the University campus costs approximately £20.

Temporary accommodation in London
If you are due to arrive in London too late for any bus or train service, it may be less expensive to spend the night in London and travel to Loughborough the following day rather than take a taxi. The airport Information Desk will be able to provide information about bed and breakfast accommodation. You can also book accommodation (4-6 weeks in advance) by contacting:

- International Students’ House: www.ish.org.uk
- The British Tourist Authority: www.visitbritain.com
- London Tourist Board: www.visitlondon.com

Telephone
If you have brought your mobile phone with you, we recommend purchasing a UK Sim card. There are network providers at all airports, railway stations or at stores near to your accommodation.

The rate will vary depending on the network provider but will start from £5 for minutes and text bundles. The network advisor will ensure that you are provided with the appropriate Sim card and all the information you need for setting up on your UK number.

If you want to call home when you arrive you will be able to use your international number initially but it may result in an expensive bill.

Alternatively, there are public telephones at all airports and railway stations. Most public telephones take 10, 20, 50 pence pieces and £1 and £2 coins. Some telephones now take a phone card only (which can be bought from most newsagents). Instructions on how to use the telephone can be found in all booths. Make sure you have plenty of change before you begin the call. The minimum charge to use a coin-operated payphone is 60 pence.

Student Rail and Coach Cards
Prices quoted for rail travel can be reduced on the production of a “16-25 Railcard”. This can be purchased from any major railway station and costs around £30 (for one year). It will mean that you can buy tickets to go anywhere in Britain at a 34% discount. To buy a rail card you will need to provide proof of your age e.g. passport and a passport-size photograph.

You should ask about the card BEFORE you buy a rail ticket.

You can purchase a Student Coach Card, which is valid for a year, for around £10. You need to provide proof that you are a full-time student, together with a passport-size photograph. This card will allow you to buy National Express coach tickets at a reduction of 30%. The cards can be bought at all National Express coach stations, including those at airport terminals. You should ask about the card BEFORE you buy a coach ticket.

Campus bus service
There is a regular bus service (Sprint) which operates between Loughborough railway station, the town centre and the University campus. The journey from the University into the town centre costs approximately £1.60 and the journey to the train station costs £1.90.

Please note that the prices of bus tickets and train fares are subject to change but are correct at the time of printing.

Arriving at Loughborough
If you are arriving at Loughborough train station we would recommend that you take a taxi from the train station to the University. It will take approximately 10 minutes to reach Loughborough University and will cost about £7. If you are arriving for the first time you will need to go to the Student Accommodation Centre (Campus Living) on campus. Most taxi drivers will know where Campus Living is located. Alternatively, you may travel from the train station to the University by the Sprint bus, which stops next to the Student Accommodation Centre, as shown on the campus map: www.lboro.ac.uk/about/map
Accommodation and housing

Student Accommodation Centre
Tel: +44 (0)1509 222258/53
Fax: +44 (0)1509 223906
Email: sac@lboro.ac.uk
www.lboro.ac.uk/accommodation

Undergraduates
First-year students coming to study in Loughborough in 2015-16 who make Loughborough their firm choice and apply for accommodation prior to the end of July 2015 will be guaranteed a room in University Halls accommodation. Late applications will be considered according to the availability of rooms. If you are unclear about this statement please contact the Student Accommodation Centre.

At Loughborough we provide an online room reservation system for undergraduate students. Once you have your academic offer and you have made Loughborough your firm choice, you will be able to register and reserve a room from the end of May 2015 (Unconditional students) or early June 2015 (Conditional students). You will receive an email from the Student Accommodation Centre to advise you when and how to apply.

Please see the Accommodation website for details.

Postgraduates
You can apply on-line once you have a firm offer for your course but you can register your PREFERENCE for University Hall accommodation online using your University application number from April. You will receive an email from the Student Accommodation Centre to advise you when and how to apply.

Registering your preference does NOT, by itself, guarantee you an offer of accommodation. Nevertheless, priority is given to international students. Subject to room availability, successful applicants will receive an offer via email once their academic place at Loughborough has been accepted and confirmed. Please note that applications submitted after September may only be considered depending on availability.

If you are unsuccessful in obtaining University hall accommodation, please view our available off-campus accommodation or email: findahouse@lboro.ac.uk.

Types of accommodation
The types of accommodation available are University halls of residence, private halls, shared houses, flats and self-contained properties. Further details can be found on our Student Accommodation website.

Contract checking service
The Student Advice and Support Service offers a free contract checking service to help you understand your rights and responsibilities when renting. It is highly recommended that you seek advice from them before you sign any contract or pay any money to a private landlord or letting agent. Email: advice@lboro.ac.uk or call +44 (0)1509 222058 for an appointment.
University halls of residence
The University has 16 halls of residence offering around 5600 rooms. A more detailed description of each hall can be found on our website. In catered halls, most of your meals are cooked for you and served at times that are convenient for your classes. Catering packages are available consisting of 10, 15 or 19 meals per week, depending on the hall. Self-catering accommodation enables you to cook for yourself but by using a Diners+ card you may also eat at one of the many catering outlets on campus. Further details can be found here.

All halls have Hall Managers and Hall Wardens to offer advice and information during office hours and a Sub-Warden is on duty at night. Undergraduate and Postgraduate halls have a resident warden and hall committee to offer welfare support and to help new students to integrate with the hall community.

Special requests
If you have any special needs (e.g. dietary, religious) then please inform the Student Accommodation Centre by describing them on your Personal Information Sheet which should be completed online when you accept your offer of accommodation. Whilst we will do our best to meet your individual needs, our policy of non-discrimination and equal opportunities must be respected in the interests of the diverse hall communities.

Students with disabilities
The University has residential rooms which are specifically adapted to meet the needs of students who have disabilities. The University has a dedicated team to cater for your additional needs, so please contact them directly. The Counselling and Disability Service can be contacted by visiting the website here, Tel: +44 (0)1509 222770 or Email: disability@lboro.ac.uk.

Letting periods and vacations
Rooms in undergraduate catered halls are mostly offered on a 39-week let, with the exception of Royce (35-week) and Elwyn Richards halls (41-week let). The letting period for self-catering halls is 39 weeks, with the exception of Hazlerigg Rutland, Robert Bakewell and the Holt (41-week let). Postgraduate accommodation is in John Phillips, Falkner Eggington, Telford and Harry French halls. The Postgraduate halls have a 50-week let.

Late applicants
If you require on-campus accommodation, you must contact the Student Accommodation Centre (email: sac@lboro.ac.uk) before leaving home. Please note that you may initially be offered temporary accommodation until a permanent room becomes available.

Temporary accommodation
If you are applying through UCAS Insurance or Clearing or are a late applicant, it may be necessary to offer you temporary accommodation. Although we may be offering you temporary accommodation, we will make every effort to place you in a hall and will aim to make you an offer of permanent University accommodation.

Regulations
By accepting your offer of University accommodation you are undertaking to abide by the Terms and Conditions of Occupancy. These can be viewed online at any time. Your licence is a legally-binding document, under the terms of which you are contracted to pay your accommodation fees in full for the duration of the agreed period. The room bond deposit will be held throughout the year in case of any damage to your accommodation.

Regarding household goods and other useful items, each room is equipped with a desk, wardrobe, bookshelves, a chair and a bed. A mattress and pillow are provided, but students should provide bed linen and towels. These can be bought locally upon arrival or can be ordered in advance as part of a Starter Pack (see below).

Kitchens are fitted with a cooker, fridge-freezer, sink and lockable storage cupboards. You will need to provide your own cutlery and dishes/crockery. If you are in self-catering accommodation, you will also need to provide saucepans and kitchen utensils. Again, these can be bought locally or as part of a Starter Pack. There are self-service launderettes on campus together with separate drying and ironing areas in halls.

Accommodation Starter Pack
Students staying in University halls of residences may wish to order a Starter Pack which includes bedding (duvet and cover, sheets, and pillow-cases), plus crockery, cutlery and cooking utensils at a very reasonable cost. This must be ordered in advance and it will then be delivered to your room prior to your arrival at Loughborough. Information about the Starter Pack can be found online here.
Electrical equipment
If you wish to bring electrical equipment, the standard electricity supply in Britain is 220/240 volts, 50 cycles AC, and the standard socket is designed to take a 13-amp square three-pin plug. Please check that any appliances such as hairdryers or radios that you bring from home can be used on the British system or can be converted. If you intend to use a two-pin socket or plug, you will need to buy an international voltage or plug adapter. You should be able to buy an adapter on arrival in the UK. You can buy many items of electrical equipment when you arrive in the UK [e.g. a hairdryer costs about £20].

Private off-campus accommodation
Student Accommodation Centre
Off-Campus Team
Tel: +44 (0)1509 222253
Email: findahouse@lboro.ac.uk

The off-campus team will offer assistance in finding privately-owned University-approved off-campus accommodation in Loughborough.

The University advertises over 150 properties on the Loughborough Student Pad website on behalf of private accommodation providers. This accommodation varies from smaller shared houses to larger privately-owned halls of residence. The houses are mainly within walking distance of campus and are fully furnished but you need to provide your own bed linen, kitchen utensils, crockery and cutlery. Usually between 3 and 5 students will rent a house with their own bedrooms and a shared bathroom and kitchen facilities. For most privately-rented accommodation, Assured Shorthold Tenancy Agreements will be for a set period of between 50 and 52 weeks and a damage deposit will be charged. The University manages a limited number of self-contained flats or houses for couples and families (please see the section on ‘Students with Families’). Small self-contained accommodation off campus can be difficult to find and may be quite expensive.

Some private accommodation cannot be booked in advance of your arrival, in which case you will need to arrange a temporary room. After your arrival you should visit the Student Accommodation Centre whose staff will provide you with details of suitable available properties.

Early/late arrivals
We strongly recommend that you arrive on the date specified on your contract. If you are arriving later, please advise us. If you need to arrive early, or if you intend to look for accommodation off campus, please contact the Student Accommodation Centre (email: sac@lboro.ac.uk).

Loughborough University London
The University works closely with a number of experienced, reputable organisations throughout London that specialise in providing high-quality halls of residence, shared housing, apartments and places for students with families.

The University has four recommended accommodation options: Unite Stratford One, Claredale House, Get Living London, and the University of London Housing Service. All bookings must be made directly with the service provider. Whatever your preference is, we are here to provide support during the housing process.

For further details please visit: www.lborolondon.ac.uk/study/accommodation
Living costs, tuition fees and finance

Finance Office
Student Finance Rutland Building
Tel: +44 (0)1509 223538
Fax: +44 (0)1509 223909
Email: student-finance@lboro.ac.uk
www.lboro.ac.uk/admin/financial/pages/student.htm

Living costs and fees
Loughborough is not an expensive town to live in by UK standards. However, students and their sponsors must budget for their time in the UK and should allow approximately £700-£950 per month for the duration of their studies. This amount should be enough to cover all major living expenses, including accommodation, food, clothing, books and local travel but excluding tuition fees. Please be aware that personal expenditure will vary from student to student depending on your lifestyle and that the totals quoted above are based on estimates of the amounts that most students will spend. In your offer booklet you will have received details of provisional tuition fees for 2015/2016.

We suggest that you bring no more than £550 in cash or travellers cheques for your first few weeks at the University. We recommend that you do not carry more cash than is necessary due to the risk of loss or theft. Make sure you have some low denomination notes, for example £5 or £10 notes, and £1 coins to meet your immediate costs, especially for travel and food. Try to avoid bringing £50 notes with you to the UK as it may be difficult to obtain change for them in shops.

How to pay your tuition fees
Statements will be sent for tuition fees (for self-funding students) to your term-time student e-mail address at the beginning of each term. There are many different ways to pay your fees. If you have been awarded a bursary or scholarship by the University, this will be deducted from your tuition fees when you are invoiced. These details can be found on the Student Finance website.

For the latest tuition fees for international students, please visit the Fees and Financial Support website.

Commitment deposit
The University has a voluntary commitment deposit for postgraduate taught international students of £2,500. Information about the commitment deposit can be found on the website here.

Loughborough University London
As a broad estimate, students living in London should allow approximately £1,000-£1,200 per month for living costs, in addition to tuition fees.
Payment in full
Fees can be paid for all programmes in one sum by the fourth week of the first term. The preferred method of fee payment is through the secure online portal which can be found on the Student Finance web page. Payment of fees can also be made by bank cheque or banker’s draft, made payable to Loughborough University.

We also accept payment by credit/debit cards (Visa/Mastercard/Eurocard/Switch/Delta). The University cannot accept large sums in cash and for security reasons it is preferable for you to put your money into a UK bank account and then pay your fees by cheque.

Payment in instalments
Instead of paying your fees in one sum, you may pay them in 3 equal termly instalments from October to May by direct debit from a UK bank account. If you wish to pay by this method then a Direct Debit form can be downloaded from the Student Finance web page www.lboro.ac.uk/services/finance-office/students and you must send the completed hard copy to the Finance Office based in the Rutland building. PDF or emailed copies cannot be accepted. In addition, Direct Debits can only be collected from a UK bank account, so it is advisable that you open one as soon as possible. If you have not returned the Direct Debit form to the Income Section by Monday 12th October 2015, you may not be allowed to pay your tuition fees in instalments and they will be payable in full.

Paying through a sponsor
You should provide the University with proof of your sponsorship in advance of your arrival in Loughborough. The best way to do this is by sending a copy to the Admissions Office. This should be an official letter stating who your sponsor is and how much they are sponsoring you for. The full fee can be paid at the start of the academic year and, if the University has received proof of your sponsorship, your sponsor will be invoiced for your fees. If your sponsor is unable to pay your fees, you will become liable for their payment.

We are here to help. At Loughborough University we have students from over 129 different countries and we understand that it can sometimes be difficult to transfer funds and to complete foreign currency exchanges. If there is going to be a delay in settling bills, please inform the University and we will do our best to help you. We are used to dealing with such problems.

Refund of fees
If you withdraw before the end of your course, you should apply for a refund in writing. You will need to complete a departmental withdrawal form and an Academic Registry withdrawal form. An official withdrawal date will be decided by the University and your fees will be calculated from that date.

If you have any queries on any of the above, please contact the Student Finance Office in the Rutland Building.

How to pay your accommodation fees
Hall fees are paid at the beginning of each term in November, January and May but they can also be paid in advance. Statements will be sent to your student email account for accommodation charges at the beginning of each term. See the Student Finance website for further details.

Payment of living expenses
Please do not transfer the money for your living costs in advance to the University’s account together with your fees, as such transactions must be reviewed under current money-laundering legislation. It is extremely difficult for the University to transfer funds back to the transacting bank and lengthy time delays will be encountered.

Part-time employment
Most international students from outside the EEA who are studying in the UK on courses of more than six months are allowed to work in the UK, but please do check the terms of your visa. Further information can be found on the UK Council for International Student Affairs (UKCISA) website.

After you have enrolled on your course in the UK, you can register with Loughborough Student Employment to find local part-time and vacation work. Information about jobs that are currently available can be seen on the Loughborough Student Employment Exchange website.
Medical costs
From April 2015 most Tier 4 students will need to pay the Immigration Health Surcharge as part of their visa application www.gov.uk/healthcare-immigration-application. This will allow access to free medical treatment from the National Health Service (NHS) in the UK. Students based at the Loughborough campus will then be able to register with the University Medical Centre. The total charge is based on the length of visa at a rate of £150 per year or part year over six months and £75 for each part year that is a six-month or shorter period.

The Immigration Health Surcharge must also be paid for each dependant family member, e.g. spouse and children, at the same rate as the main applicant. Once you have registered with the NHS, most treatment is free. Charges are made for some NHS services, including prescriptions, dental and eye treatment.

If you are a student or a non-student spouse staying in the UK for less than six months you are not eligible for free health care under the NHS. You and your family are only entitled to limited free NHS treatment. You will have free emergency hospital treatment but only if the treatment given is in an NHS Accident and Emergency department. Once you are admitted onto a hospital ward or given an outpatient appointment, charges will apply and you will have to pay the full cost of medical treatment unless you are from the EEA or a country which has a reciprocal health agreement with the UK. In these cases the health care cover does not normally include the cost of treatment for pre-existing medical conditions.

If you are not covered by the NHS, you are strongly advised to take out medical insurance to cover yourself and your dependants. If your sponsor offers you private health insurance, accept it! Private treatment outside the National Health Service is extremely expensive and you should ensure that the doctor and hospitals are aware of your entitlement to NHS treatment. Please refer to the UKCISA information sheet for information about medical treatment in the UK.

Local taxation – Council Tax
The Council Tax is set and collected by the local authority (for Loughborough this is Charnwood Borough Council) to help pay for the services it provides. It is a type of property tax charged on residential dwellings, but it also takes into account the number and status of the people resident in the property. Normally, there will be one bill for each domestic dwelling which has to be paid by the liable person[s].

Students [including international students] are not automatically exempt from liability to pay the council tax.

However, most students do not have to pay because they live in one of the following types of dwelling, which are exempt from council tax, either indefinitely or for a set period of time. The exemptions depend on the type of property or how it is occupied:

• Halls of residence predominantly for the accommodation of students.
• Some dwellings are exempt from the tax if they are owned or managed by an educational institution or charitable body, or are subject to an agreement allowing an educational institution to nominate most of the residents.
• Dwellings occupied only by students.
• See below for the definition of ‘student’ for council tax purposes.
• Dwellings occupied only by students and their spouses and/or dependants.

These dwellings will be exempt, provided that the non-student spouse or dependant is not a British citizen and is prevented by the terms of their leave to enter or remain in the UK from taking paid employment OR claiming benefits (public funds). This does not apply to the spouses of EEA nationals who are not prevented from working or having recourse to public funds (including the claiming of benefit payments).

Please refer to the Student Advice and Support Service website and the UKCISA fact sheet for further details.
Important things to do after arrival

Registering with the University
Approximately six weeks before the start of your programme of study at Loughborough University, you will be sent an email inviting you to complete your Online Registration. You will be guided through a series of screens and asked to upload a photograph of yourself. It is important that you complete this process BEFORE your arrival in order that we can then produce your University ID Card and have it ready for you to collect at the International Student Registration event. Further information related to Registration can be found at www.lboro.ac.uk/welcome.

You are considered to be a registered student of the University once you have received your University ID card. Information about how to collect your University ID card will be available from www.lboro.ac.uk/welcome. If you are unable to access the web, please contact Student Enquiries (Studentenquiries@lboro.ac.uk, or +44 (0)1509 222491 / +44 (0)1509 222472).

Please note that all new non-UK/EU students will be required to have their passport and visa/BRP scanned by the University in accordance with UK Visas and Immigration requirements. If you do not have your passport and visa/BRP scanned you may be reported to the UKVI. More information is available at www.lboro.ac.uk/welcome.

In addition to registering centrally, if you are an Undergraduate or Postgraduate student, you must also register for your programme of study within your department. Each department/programme has a specific registration session and details of the session you need to attend can be found here.

Opening a bank account
UK banking laws require you to have satisfactory proof of your identity and address in order to open an account in the UK. The procedures for opening a bank account in the UK and any additional documentary requirements can be found on the Information for Offer Holders website.

If you are unable to provide confirmation of your identity/address, letters confirming your attendance and student status will be available in the first week of term. These letters will confirm home addresses for all students, and term time addresses for those in halls. Students not in halls are advised to obtain a copy of their tenancy agreement from their landlord/letting agent.

It can take up to 5 working days to open a bank account, so it is advisable to have about £550 sterling in cash and travellers cheques on arrival to meet accommodation or other immediate expenses during your first weeks in the UK. Do not carry large amounts of cash or keep large amounts of cash in your accommodation.

Most banks are normally open daily between 09.30 – 17.30 hrs, Monday to Friday inclusive. In addition, some banks open later on one day each week and/or on Saturday mornings.

Please make sure that your name is spelled exactly the same way as in your passport. If there are any spelling mistakes or additional/different names, then these documents will not be accepted by the banks and you will not be able to open a bank account. You should also keep your bank statements safe, as you may need them if you need to extend your visa.
Registering with the Medical Centre

Once you have completed Online Registration, you will be directed to the Medical Centre website, from which you can download a Medical Centre Registration Form. This should be completed and either sent back to the Medical Centre (using the address given on the form) or taken to the Medical Centre when you arrive at the University. You should be living on the University campus or in Loughborough town in order to be permitted to register with the University Medical Centre. Your accompanying immediate family members may also register there.

In order to give you the very best medical care, once you are here, we require a full medical history from you. Therefore, please ensure that you complete the Medical Registration Form that you will be directed to, once you have completed Online Registration. The information requested is essential. Please fill in the immunisation section, paying particular attention to your Rubella status. If you have a current medical problem needing medication please bring one month’s supply of tablets, creams, inhalers, etc. with you when you leave home.

It may be more convenient for you to register with a local doctor (General Practitioner or GP as they are called) or group medical practice closer to your accommodation.

Charges

Although treatment under the NHS is basically free, there is a standard charge for prescribed medications. This is currently £8.20 per item and is payable to the pharmacist dispensing the drugs. Substantial charges are also made for dental and optical treatment. There is a minimum charge for eye tests and for dental check-ups. Students on low incomes can apply for a certificate that gives either full or partial exemption from charges for prescriptions, dental and optical charges. The Student Support Centre at the University can give further details.

Registering with the Police

Most students and family dependants aged over 16 who are citizens of the countries or territories listed below and who have been given permission to enter or remain in the UK for more than six months will be required to register with the Police within 7 days of their arrival in the UK.

- Afghanistan
- Algeria
- Argentina
- Armenia
- Azerbaijan
- Bahrain
- Belarus
- Bolivia
- Brazil
- China
- Colombia
- Cuba
- Egypt
- Georgia
- Iran
- Iraq
- Israel
- Jordan
- Kazakhstan
- Kuwait
- Kyrgyzstan
- Lebanon
- Libya
- Moldova
- Morocco
- North Korea
- Oman
- Palestine
- Peru
- Qatar
- Russia
- Saudi Arabia
- Sudan
- Syria
- Tajikistan
- Tunisia
- Turkey
- Turkmenistan
- United Arab Emirates
- Ukraine
- Uzbekistan
- Yemen

The requirement also applies to stateless persons and people travelling with non-national travel documents.

If you are required to register with the police, your visa sticker or Biometric Residence Permit will include this requirement or your passport will have been stamped accordingly. Unless the requirement has been included on your visa sticker, BRP or stamped in your passport, you **do not** have to register, even if you are one of the nationalities that normally has to register.

If you are from one of the countries listed and you initially entered the UK for a period of less than six months, you may not have been required to register with the Police. However, if you are later granted further permission that allows you to stay for a total period of longer than six months, it is likely that you will then be required to register. Check your passport to see if it includes a requirement to register.

Occasionally passports of other nationals may be stamped with the requirement to register with the Police. If you are not a national of one of the listed countries above and you have been required to register with the Police, then contact the **Student Advice and Support Service**.

Any requirement to register with the Police is a condition of your stay in the UK; if you do not register as required, your permission to stay in the UK can be cancelled. Failure to register with the Police, when required to do so, is also a criminal offence and could lead to prosecution. If you have been required to register with the Police and fail to do so, the Home Office will not process an application for an extension of stay until you have registered.

When registering, you should take with you:

- Your passport or valid travel document
- Proof of address, e.g. tenancy agreement
- Proof of studies, e.g. enrolment letter
- Two passport-size photographs of yourself
- Your registration fee of €34
- A completed Police Registration form (available from the Student Advice and Support Service).

If for any reason you are not able to register on time it is advisable to contact the Leicestershire Police Nationality Office to explain.

Further details can be found on the Police Registration section of the **Student Advice and Support Service website**.
Living in Loughborough

Weather
While the weather in the UK is certainly varied and changeable with warm summers and cool winters, there are few extremes of temperature. In summer, temperatures tend to vary between about 19 and 23°C, with daylight of around 16 hours a day. In winter, the temperature generally varies between 0 and 10°C, though it can very occasionally drop to a little below 0°C at night, and the daylight hours shorten to around 8 hours. As you will probably arrive in the UK in September or October when it is autumn, the temperatures will be around 8 - 11°C, so you should put on suitable clothing to keep warm. Short wet spells can occur during all seasons, so an umbrella will be useful. However, this can easily be purchased on arrival in Britain.

Clothing
Styles of dress in Britain are varied. During the day for your classes you may dress informally. However, the British might expect you to dress appropriately for formal occasions – usually women wear dresses and men wear suits. You may also want to bring national dress, as there are international events when students and staff enjoy learning about other cultures and seeing traditional clothing. Over the past few years, students have worn their national dress on Loughborough Students’ Union’s annual International Day.

Depending on where you are travelling from, you may need to buy items of clothing suited to the British climate, such as coats, pyjamas, sweaters and socks. Such items may be cheaper to buy in Britain when you arrive – though again this depends on where you are travelling from.

Living in London

Loughborough University London is located on Queen Elizabeth Olympic Park, within a new innovation quarter known as Here East.

Queen Elizabeth Olympic Park is the heart of a dynamic, vibrant new community on the eastern side of London. The area is a hub for the creative, new media and digital industries and is home to more artists, creators and makers than anywhere else in Europe.

Throughout history London has attracted people from around the globe, who have come to visit, live, study and work in the UK’s bustling capital. Today it is a truly cosmopolitan city, with one of the most diverse and exciting cultures in the world.

The heart of London is a mix of tradition, culture, commerce and innovation. Here are some options for your free time: discover historical treasures in the British Museum, Westminster Abbey and Buckingham Palace; view classic and modern masterpieces at Tate Britain, the National Gallery and the Royal Academy of Arts; get an aerial view of the city from the London Eye.

If you want shopping and shows, head to the West End, for Leicester Square, Piccadilly Circus and Covent Garden, and Oxford, Regent and Bond streets. The West End also hosts the hugely popular Chinatown, with street after street of south-east Asian restaurants and oriental grocery stores. Central London has lots of street markets, supermarkets and restaurants where you can enjoy a range of cuisines at reasonable prices.

If you’re feeling more reflective, head for one of the Central London’s beautiful parks. Vast Hyde Park has tree-lined walks and the Serpentine Lake, while regal St James’s Park is surrounded by three Royal palaces and is home to Horse Guards Parade and the Mall – the setting for countless ceremonial parades.

Travel times
To major London destinations:

- St Pancras International Station – 7 mins
- The O2 - one of the UK’s largest entertainment arenas – 7 mins
- Liverpool Street Station (in the City, London’s financial and business centre) – 9 mins
- Canary Wharf, offering shops, restaurants, cafes and bars – 10 mins
- City Airport – 15 mins
- Oxford Circus – 19 mins
- Leicester Square – 23 mins
- Stansted Airport – 35 mins
- Victoria Coach Station – 39 mins
- Gatwick Airport – 60 mins
- Heathrow Airport – 60 mins
Laundry and dry cleaning
If you do not have a washing machine or drying facility where you are living, you can take your washing to a "launderette" where there are coin-operated washing machines and dryers. Drying clothes can sometimes be difficult in Britain, so plan to budget for the use of dryers at the launderette.

Shopping
Loughborough is an attractive and safe market town with an excellent street market on Thursday and Saturday and a lively shopping centre.

You may find shopping is different from what you are used to. What you want to buy is marked with a price and you will be expected to pay that. In the shops you may have to wait in a queue until it is your turn to pay, or it is your turn to be served by a shop assistant. If you go to the beginning of the queue, you will cause offence to other shoppers.

Most large shops are open on Sunday. There are some large supermarkets which are good for food shopping like Sainsbury’s, Tesco, Morrisons and Aldi. There are smaller shops selling a wide variety of food. You may find some English food very different from your own. Many of the larger shops do sell produce and spices to cover a wide range of cultural tastes and there are a number of international supermarkets in the area.

Driving requirements
Before driving any vehicle (car, motorbike, van, etc.) in the United Kingdom (England, Scotland, Wales and Northern Ireland), you should check that you meet all of the legal requirements which apply (a) to the driver and (b) to the vehicle, and that you are aware of the correct licensing and taxation procedures, which may be very different from your home country.

Detailed information about all aspects of driving in England, Scotland and Wales [Great Britain] can be found on the website of the Driver and Vehicle Licensing Agency (DVLA).

Students from countries in the European Economic Area
Students who hold Community licences may drive cars and motorcycles in the UK for as long as their licence remains valid, or until age 70. Those who do not hold a licence must have been studying here for at least six months prior to taking a driving test or applying for a full licence.

Students from countries outside the European Economic Area and students who hold a non-Community licence or an International Driving Permit may drive here for up to 12 months.

It is advisable to take a few driving lessons in the UK as this will assist you with the driving rules and regulations in the UK.

Please see the UKCISA Guidance Note on Driving in Great Britain for full details. This is downloadable from the UKCISA website.

Road and personal safety
Although Loughborough is a relatively safe town, you should still take all the necessary steps to ensure your own personal safety at all times.

IMPORTANT: Please remember you are in a different country and the road rules are not always the same as in your own country.

Walking
- Always use the pavement if it is available. If there isn’t a pavement, then it is safest to walk on the right-hand side of the road so that you can see any oncoming traffic.
- In the UK, vehicles are driven on the left-hand side of the road and pedestrians are not automatically given right of way.
- When crossing the road, always use a crossing when there is one and be extra careful looking both ways before stepping into the road.
- If you are walking when it is dark, then make sure you wear something bright as this will help car drivers and cyclists to see you.
- Do not walk in isolated places or dark alleyways if you can avoid it, especially at night. Try to keep to well-lit public places and walk with friends whenever possible.

Cycling
- Bicycles and equipment can be purchased from our own on-campus cycle shop COGZ.
- Make sure that your bicycle is in good working order.
- You must have working lights on your bicycle – a white one at the front and a red one at the back. It is an offence to cycle at night without lights and you may also be fined by the University’s campus security. Lights can be purchased from COGZ or any cycling shop at very little cost.
- Do not ride on the pavement – unless it is a designated cycle path. These are usually indicated by a blue sign with a bicycle on it. There may also be markings on the pavement showing a bicycle.
- Do not ride with traffic coming towards you – if you are cycling on the road make sure that you follow the flow of the traffic cycling on the left hand side.
- We recommend that you wear a cycle helmet – this will protect you if you have an accident. These can be purchased from COGZ.
- Make yourself as visible as possible when cycling by wearing reflective and fluorescent clothing.

For further information on cycling please refer to: www.gov.uk/highway-code
Students with families

Your family’s happiness
Moving to the UK with your family for the duration of your study can be a great experience for all of you. You have the support and reassurance of your family and they get to learn new things about living in another culture. Loughborough is a small, safe town and there are plenty of good schools, amenities and things to do locally. Some families can find it a very difficult time though and there are many additional things that you will need to consider before deciding whether or not you should bring your family with you to the UK.

Take time to think about how you will balance your responsibilities as a parent or partner with the demands of full-time study.

You may want to consider the following:

• Will your family require visas to come to the UK with you?
• Do your dependants meet the UKVI definition of who can accompany you as a dependant? (See below for more details)
• Does your family speak any English? If not, then they may find that living in the UK while you are studying is an isolating and lonely experience.
• Will your family have to rely on you for help with small things such as shopping, paying bills, visiting the doctor or calling the bank if they don’t have sufficient English language skills?
• Do you have enough money to support your family? (Rent, food, travel, childcare, clothes, and leisure activities can all be expensive).
• Children can find it especially difficult to leave their friends and extended family back home and may have trouble settling into a new school or being taught in a second language.
• Does your family have to be with you for the whole duration of your course? A series of long or short visits from your family may work better in your family circumstances.

There is no right or wrong answer. Your decision should be based on what will work best for your family and will allow you to be most successful in your studies. If you do decide to bring your family with you, the following information may be of use.

Finance
It is very expensive to bring a family to the UK and to support them whilst they are here. Maintaining your family in the UK where the cost of living is high, together with the additional costs of suitable accommodation, may lead to financial problems. You should, therefore, ensure that you have sufficient funds available before you leave home. Moreover, you will have to prove that you have enough funds available to meet the requirements of the Points Based System if your family needs visas.

Immigration
Your dependants can apply for immigration permission to join or remain with you only if:

• You are government-sponsored and your course is over six months long OR
• You are doing a postgraduate level course of 12 months’ duration or longer at a Higher Education Institution OR
• You had Tier 4 or pre-Tier 4 student leave for your previous course where the course was over six months long AND
• Your permission is current or expired no more than three months before this immigration application AND
• Your new immigration application is for a course over six months long AND
• Your dependants already have Tier 4 dependant or “student” dependant leave AND
• You apply for immigration permission at the same time as your dependant(s)

The UKVI will only allow the following people to apply to come to the UK as dependants of a Tier 4 (General) visa holder:

• Your husband or wife. You must both be at least 18 years old when you arrive in the UK.
• Your civil partner (civil partners are same-sex couples who have registered their partnership so as to gain formal legal recognition of their relationship). For information about partnerships that are treated as civil partnerships in countries outside the UK, see the UK Lesbian and Gay Immigration Group website for further details. You must both be at least 18 years old when you arrive in the UK.
Your unmarried or same-sex partner (to be unmarried or same-sex partners, you will need to have been living together in a relationship similar to marriage or civil partnership for a period of at least two years; you will be expected to provide evidence of this). You must both be at least 18 years old when you arrive in the UK.

Your child or children (children must be less than 18 years old). Both parents must be present in the UK, unless you are the sole surviving parent or had sole responsibility for the child or there are ‘serious and compelling’ circumstances.

How to apply for entry clearance as a dependant of a Tier 4 student

Your dependants need to apply for ‘entry clearance’ from the British authorities in their home country before they travel to the UK. Each dependant needs to make an individual application. Further information is available on the UK Visas and Immigration website www.gov.uk/tier-4-general-visa/family-members.


Spouses and work

Your family members will be able to work if you are either:

- a government-sponsored student taking a course that is over six months long, or
- taking a postgraduate course that is at least 12 months long and you are studying at an institution that meets the UK Visas and Immigration definition of a higher education institution, e.g. Loughborough University.

If your family members are able to join you or stay with you in the UK, even though you do not fall into one of the categories described above, they will be able to work only if you are applying for leave for 12 months or more and your course is at degree level.

Family members who are allowed to work can take most types of employment or self employment. There are prohibitions on working as a doctor or dentist in training or as a professional sports player or coach.

Family visits

If you would like your spouse or children to visit you in the UK for less than six months, then it is possible that they could enter the UK as visitors rather than dependants. Similarly, other family members can apply for permission to enter the UK as a visitor. Visitors are allowed to stay in the UK for a maximum of six months and are prohibited from working. They must be able to prove that they have sufficient funds available to maintain and house themselves adequately and to meet the cost of their onward or return journey without the need to take a job or to apply for British public funds. Further information is on the UK Visas and Immigration website.

Accommodation for couples and families

Any student considering bringing their family with them to Loughborough is advised to enquire well in advance, direct to the Student Accommodation Centre, ‘Campus Living’.

The University cannot give any guarantee of providing accommodation for families, so students will often have to find their own accommodation on arrival. We recommend that you travel alone to the UK initially, ahead of your family, before term starts, and arrange for your family to follow once you have found somewhere to live.

If notified in advance, the Student Accommodation Centre will do its best to provide a new student with temporary single accommodation until appropriate family housing is found. Hotels and guesthouses can be very expensive if you are forced to book your family into one temporarily and it may take some time to find suitable accommodation. The staff in the Student Accommodation Centre will also provide advice and help about how to find suitable private-rented family housing in the area. Costs vary according to the size and location of the accommodation and the facilities provided.

Contact the Student Accommodation Centre at sac@lboro.ac.uk or view their website here.
Child care

If your child is under school age and will require looking after during the day, the Students’ Union runs a day nursery on campus. Please contact the nursery at the earliest possible opportunity (i.e. at the same time as you apply to study at the University) to ask for an application form, so that your name can be placed on the waiting list. There are a limited number of places available. You are under no obligation to take up the nursery place offered to you. You can request a prospectus pack and application form by contacting:

The Nursery Manager
Campus Nursery
Loughborough University
Loughborough LE11 3TE
Tel: +44 (0)1509 234126
E-mail: nursery@lborosu.org.uk
www.lsu.co.uk/nursery

You can also read further information about finding suitable childcare on the Directgov website.

Your children’s education

If you are planning to bring your children with you, please read the following information carefully.

• Children from 5-16 must go to school (or receive comparable education at home) and are expected to attend regularly and arrive punctually.

• State schools are free of charge.

• Schools will require evidence of your child’s full name and date of birth.

• It would be helpful if you could bring a bilingual children’s dictionary in your child’s own language and English, as well as some children’s books in their first language and samples of your child’s previous schoolwork.

• It is advisable to arrive in advance of your family to enable you to make all the necessary arrangements for their stay in Loughborough.

• As the schools have census deadlines of mid-September, mid-January and mid-April, it would be helpful to the school if the child could be registered at the start of the school year in September or at the beginning of January or April. This will enable the school to apply for funding for your child. The school will not receive funding for children arriving after the census dates and therefore the school will have to cope with the additional demand without the necessary corresponding financial support, particularly if your child requires help with any special needs, e.g. extra help with language.

• The Student Support Centre (SSC) runs a school liaison scheme for all international students who have acquired a local address and wish to place their children in a nearby school. Even if you have yet to travel to the UK but know what your address will be, you can contact the SSC with details of the ages of your children. Arrangements can then be made to find suitable school places for them as soon as possible. More details can be found by contacting the SSC at advice@lboro.ac.uk

Student Support Centre
Tel: +44 (0)1509 222058
Email: advice@lboro.ac.uk
www.lboro.ac.uk/services/sass/international
Welfare, health and spiritual provision

Student Support Centre
Loughborough University, LE11 3TU
Tel: +44 (0)1509 222058
Fax: +44 (0)1509 223919
Email: ssc@lboro.ac.uk
www.lboro.ac.uk/services/sass/international

The Student Advice and Support Service has advisors who provide information and support to international students. They are based in the Student Support Centre and can help you with a range of issues including immigration, extending your visa, police registration, travelling abroad, work, the HOST scheme and information on other support services in the University. They will also be able to give advice on various student issues, including housing, finance, employment, academic issues, consumer rights and council tax.

University Counselling Service
This is available and free to the whole University community. The counsellors are all professionally trained and experienced and their service, which is concerned with psychological and emotional difficulties, is entirely confidential. Some of the issues commonly reported are anxiety, depression, bereavement, family concerns, work- and study-related problems and adjusting to a new way of life. It is quite normal for someone who moves from a familiar culture to one which is unfamiliar to experience ‘culture shock’. Some helpful advice on how to recognise and cope with the causes and effects of culture shock can be found on the UKCISA website and on the University Counselling Service website.

Spiritual provision
Followers of any religious group are free to practise their own beliefs and the world’s main religions are all represented within the University community. The University Chaplains can give advice on places of worship off-campus and on other spiritual matters. On campus there is a non-denominational Chapel and a Muslim Prayer Room and there is provision in Loughborough for Christians, Muslims, Sikhs, Buddhists and Hindus.

Details of places of worship, leaders and addresses of faith contacts can be found on the Centre for Faith and Spirituality website.
Loughborough Students’ Union

Once you become a student on any course at Loughborough University, you automatically become a member of the Students’ Union. The Students’ Union will help you have the time of your life at Loughborough, and offers a diverse programme of entertainment and activities that represents outstanding value for money. The Union will help you prove that you are more than your course, providing you with extensive skills’ development and employment opportunities to help you while you’re studying and to enhance your career prospects dramatically. You will receive practical and emotional support, showing you that the Union is on your side, and representation of your views to the University and wider stakeholders. Take a look at the Students’ Union website for more details.

Supporting international students

Loughborough Students’ Union believes that supporting international students is important and it encourages you to get involved and engage with the activities that are arranged by our Global Development Officer, who can be contacted at Globaldo@lsu.co.uk. When you arrive at Loughborough, there will be various welcome activities to help you to become involved and to meet new people and to get to know the English culture. The Union organises social and cultural events for international students and their families, including trips to popular tourist destinations in the UK (including Edinburgh) and abroad (for example, Dublin, Paris, Brussels, Amsterdam), sporting activities, parties and an annual International Day in the Students’ Union. The Global Development Officer provides the means by which you can voice your opinions to both the University and the Students’ Union, taking an active part in raising issues that are important to international students. Please visit the LSU International page to find out more about international student activities. Some of the international societies that the Students’ Union supports, to name just a few, include: the African-Caribbean Society, Hellenic Society, Indian Society, Iranian Society, Singapore Society, Malaysia Society and the Brunei Society.
Before you leave home

Preparing to come to Loughborough is easy, if you plan well in advance. Before you leave home, check you have the following:

- A valid passport (or recognised travel document/card)
- Entry visa/entry certificate
- Photocopies (for safe keeping) of your UK visa and your passport’s photo/personal details page
- Unconditional offer letter or final offer letter from Loughborough University
- Documentary evidence of financial support for fees and maintenance
- If your fees and living expenses have been paid in advance into the University’s bank account, a letter from the person who has made the transfer authorising the University to refund to you the amount allocated for your living expenses
- Medical certificate, if necessary
- Enough cash/travellers cheques to support yourself until you can open a bank account in Loughborough
- Travel insurance
- Passport-size photographs for use at registration etc.
- Medical insurance if you are here for less than six months
- Check the compatibility of any electrical equipment you are bringing with the British system. It may be cheaper to buy basics in the UK
- National or traditional dress for formal occasions and the International Day.

Items not to pack

There are certain goods that are prohibited or restricted in the UK to protect citizens’ safety, health and the environment. These rules apply to ALL travellers, whether you are travelling within the EU or from outside the EU. These include:

- Prohibited goods: these are goods that are banned completely in the UK.
- Restricted goods: these are goods that cannot be imported into the UK without the appropriate legal documentation, such as a licence.

Examples of such items may include anything from videos and weapons to plants, meat products and animal skins. It is your responsibility to ensure that you are not breaking the law. For information on prohibited and restricted items, please see the UKVI website.

Shipping, freight and air cargo

If you need to bring more than you can carry, then we advise using a freight company to send your belongings in advance by sea or air. The University cannot accept delivery of students’ belongings, so you should bring enough luggage to meet your immediate needs and arrange for the rest of your belongings to arrive after you do. You should inform the Hall Manager at your hall of residence on campus that you are sending luggage. Address them to your hall of residence or your personal address in Loughborough. Do not put only ‘Loughborough University’ on the address label, because your parcel may get lost. Fill in forms thoroughly and state what is packed and that the items are “personal effects, part of your temporary move to Britain as an international student”. You should make sure that you complete all the necessary Customs declarations when sending your luggage, otherwise it may be delayed when it arrives in the UK. Customs may choose to inspect your belongings and open them, but they are less likely to do so if you give full details on the forms.

Other useful items to pack

It can be hard to decide what to pack as you only have a limited amount of space in your suitcase, and when you arrive, you may find your room is smaller than at home, with limited storage space. Things you may want to pack include:

- Battery alarm clock, backpack, torch (flashlight), a good English dictionary, clothes/laundry bag, camera and sports equipment.
- Books. If you are planning to bring books, remember that you will have to carry them. Books which are recommended by your Department can be bought from the campus book-shop. You might, however, want to bring a dictionary.
- Mementos and things from home. We encourage you to pack lightly, but it is very important to bring some things to remind you of home. Your room, when you arrive, will have no decorations, so remember to pack pictures and photos to brighten it up and help you feel more at home. Do not bring anything that is valuable or which is too bulky.
- Safety precautions. We advise against bringing valuable items (like jewellery). If you do, make sure they are insured and stored securely at all times. You should keep copies of travellers cheque numbers, insurance policy numbers and passport numbers in a separate and safe place in case they are lost or stolen. Also leave the numbers with friends and family to be extra safe.
Useful Contact Numbers and Websites

International Office, Loughborough University, Loughborough, Leicestershire LE11 3TU
All telephone numbers are given with UK area dialling codes. If you are calling from outside the UK, please dial +44 (the UK code) and omit the ‘0’ from the UK area code (01509 for Loughborough), e.g. +44 1509 222201

Loughborough University
International Office
Tel: +44 (0)1509 222201
Email: international-office@lboro.ac.uk

Postgraduate Taught Admissions Office
Tel: +44 (0)1509 222496
Email: ptaught@lboro.ac.uk

Research Student Office
Tel: +44 (0)1509 222036
Email: pgresearch@lboro.ac.uk

Undergraduate Admissions Office
Tel: +44 (0)1509 223522
Email: admissions@lboro.ac.uk

Student Enquiries
Tel: +44 (0)1509 222472
Email: studentenquiries@lboro.ac.uk

Student Accommodation Centre
Tel: +44 (0)1509 222258/222259

Student Support Centre
Tel: +44 (0)1509 222058
Email: ssc@lboro.ac.uk

Loughborough University
LE11 3TU
Tel: +44 (0)1509 222201

All the above Loughborough University telephones are answered between 9.00am and 5.30pm from Mondays to Thursdays and between 9.00am and 5.00pm on Fridays. Outside office hours or at the weekend please call the University Reception where Security Officers are on duty 24 hours: +44 (01509) 222141.

The Student Support Centre is open every weekday from 9.00am to 5.00pm

Directions to the University
Loughborough is at the heart of England, in the northernmost part of the county of Leicestershire and, being centrally located, it is well served by road, rail and air transport.

How to find us
www.lboro.ac.uk/about/findus.html

Campus map
www.lboro.ac.uk/about/map/downloads/campusmap.pdf