#1 Preparing for the UK

#2 Before you arrive in the UK

#3 Arrival details form

#4 Managing your money
On your first day

Supporting you every step of the way

Our students say...
Checklist

Please make sure you have completed everything on this checklist before you leave home.

As soon as possible:
- Have you paid full fees for your tuition and insurance (if applicable)?
- Have you booked your accommodation and paid full fees?
- Have you returned your arrival details form to INTO Admissions (see page 9)?
  Do you require an INTO airport pickup? If so, please complete Section 3 of the arrival details form.
- Have you checked your passport is valid for at least six months from your course start date?
- Have you applied for and received your visa?

One or two weeks before you leave for the UK:
- Have you organised money to bring with you? (see page 11)
- Do you know your airline’s luggage allowance and have you packed accordingly?

When you are packing:
- Have you packed all relevant original documentation or certified copies listed below?
  - INTO offer letter
  - Confirmation of Acceptance for Studies (CAS) statement
  - IELTS certificate or original English language test result
  - Passport and visa/identity card
  - Your BRP collection letter (if applicable)
  - Medical certificates (if required)
  - Bank statement that you used to obtain your Tier 4 visa to show the Immigration Officer on arrival at the airport in the UK
  - Any other original documents/transcripts listed in your offer letter/CAS statement, for example your high school certificate or home university certificates including translations (if originals are not in English). You will need these to register and enrol on your course and to extend your visa in the UK.

- Have you got your documents for medical registration?
  - Immunisation History Book
  - UK Foreign and Commonwealth Office Visa Tuberculosis Screening Certificate (if required)

- Have you put the emergency telephone numbers into your mobile phone?
Preparing for the UK

What should I pack?
Only as much as you can carry!

Most airlines allow 20-23 kg of checked luggage and there are strict size and weight restrictions now on all hand luggage.

For your new home
If you have chosen to live in the INTO student residence you do not need to bring any bedding. It is nice to bring some items for your room that will remind you of home, to help you to settle in. You won’t need to bring food as a wide variety of foods from around the world can be found locally, and there are customs restrictions on products brought into the UK.

Clothes
The weather in the UK can be very variable. The warmest weather is between May and September. Bring a selection of light clothes that you can wear in layers, as well as some warm outer clothing and a waterproof coat or umbrella. Students in the UK usually dress informally for class. You may want to bring a smart outfit with you for more formal occasions, as well as a national costume for international events.

Shipping items
It can often be cheaper to buy items in the UK. You can ship extra belongings to the Centre by sea or air, but you must arrive before your packages as we cannot store them for you. Be sure to insure your belongings against damages.

Electricity
The electricity supply in the UK is 230 volts with a frequency of 50 hertz. Ensure your appliances are connected to a plug fitted with a fuse of the correct rating, or that you bring the correct three-pin adapter.

What should I carry in my hand luggage?
• This guide!
• Valid passport and visa.
• Copies of the documents you used to apply for your visa, including your bank statement.
• Evidence of funding for your tuition fees and living costs, including sponsor letter if appropriate.
• Enough money for the first month - around £500.
• Health certificates, including vaccination records, plus x-ray reports if necessary.
• Any insurance documents.
• Any valuable items.

What should I not carry in my hand luggage?
• Do not bring any sharp objects, such as scissors or a penknife, or liquids or gels as these will be confiscated by airport security.
• Do not bring any food items prohibited by HM Revenue & Customs.

Details of prohibited items can be found online at: www.gov.uk/duty-free-goods
How do I apply for my visa?
The majority of non-EEA nationals will require a visa in order to study in the UK, and the INTO Admissions Office will help you with this. The EEA comprises the countries of the European Union, plus Iceland, Liechtenstein and Norway. Most students on an academic course with INTO will need to apply for a Tier 4 (General) student visa.

What is a CAS?
Once you hold an unconditional offer and you have sent your signed acceptance forms and deposit to the Admissions Office, we will send you a CAS data sheet to check. This shows the details we will use to produce your Confirmation of Acceptance for Studies (CAS) statement. You will need to confirm these details are correct, or advise us of any changes. Once these details are confirmed your CAS will be produced (this usually takes two working days) and sent to you.

Before applying for a visa please ensure that you:

- read the latest visa guidance: www.gov.uk/visas-immigration
- have sufficient funds in your account for the correct length of time (28 days or more)
- have submitted your tuberculosis (TB) certificate, if required (for a list of countries where this is required, please visit: www.gov.uk/tb-test-visa/overview)
- have the correct financial statements (for more details, please visit: www.intohigher.com/visa-maintenance-requirements)
- have the original copies of your documents/certificates as listed on your CAS statement
- have your original passport in date as per your CAS statement.

Applying for your visa
You can apply for your visa up to three months before your course start date. You must make sure you leave enough time to ensure your visa is issued and that you can arrive in the UK for the course start date.

Important note:
Remember that you will not be able to apply for your visa until you have been issued a CAS.
As part of your visa application you could be asked to attend a visa interview. Please see our guidance on how you can prepare for a visa interview: www.myin.to/goodvisainterview

In the unlikely event that you change your mind, want to study at another institution, or you arrive after the published course start date, you must tell the INTO Admissions Office before you come to the UK. Any late arrivals or changes to courses or places of study must all be agreed with the Centre Director in advance. Find out more at: www.gov.uk/browse/visas-immigration/study-visas

Visa application checklist: www.myin.to/visaapplicationhelp

Conditions of entry clearance
Once your visa has been issued, your passport will be stamped with your conditions of entry.

Please note that if you have already studied in the UK on a Tier 4 visa and are changing your education provider, you will need to have applied for a Tier 4 visa before you enrol on your new course with us.

Biometric residence permit
If you are coming to the UK to study you will be issued with a biometric residence permit (BRP), which you will collect once you arrive in the UK. You will be asked to provide your biometric information as part of your visa application.

You will be asked to:
• have a digital photo taken of your face
• put your fingers on a glass screen to be scanned
• give your signature.

If you applied for your visa from outside the UK, when your visa is granted, you’ll be issued a 30-day vignette in your passport. The vignette is valid for 30 days from the date you said you’d arrive in the UK. If you don’t travel within those 30 days, you will have to apply for another 30-day vignette.

You will receive a decision letter which will advise you when your BRP will be available and where you can collect it from (either the INTO Centre or the local Post Office - please check the destination code on your CAS statement for confirmation).

You must bring your passport or travel document with your vignette when you collect your BRP. You should also bring your decision letter.

You may not be able to study or your leave can be cancelled if you don’t pick up your BRP within 10 days of your arrival in the UK.

The BRP is your visa to be in the UK. If you lose it, you must inform INTO immediately and we will help you request a new one.

For more information, visit: www.gov.uk/biometric-residence-permits
Completing your landing card
If you do not hold a UK passport, or one issued by another country in the EU, EEA or Switzerland, you will need to complete a landing card. You will normally be given a landing card to complete during your flight but they will also be available before passport control once you arrive in the UK.

On the landing card please list your:
• flight number and city and/or country you flew from
• family and given names
• birth details and gender
• nationality and occupation (‘student’ is acceptable)
• your full contact address while you are in the UK, including the postcode
• signature.

Meeting immigration staff at the airport
When you arrive at a UK airport, you should be prepared to answer some questions, such as:
• Why are you coming to the UK?
• Where and what course are you studying?
• Where will you live during your studies?
• Do you have a CAS?
• How are you going to fund your studies?

You may be asked to undergo a brief, routine health check by the airport doctor, which might include an x-ray. The health check will take place in a separate room.

Very few INTO students have problems at immigration. If you do have a problem please contact the Student Services team or phone the emergency contact number.

To find out more:
We advise that you check these websites regularly for up-to-date and accurate information.

Who should apply and where to apply:
www.gov.uk/uk-border-control

UKCISA (Council for International Student Affairs) advice for international students:
www.ukcisa.org.uk
### Arrival details form

All students MUST complete BOTH pages of this arrival details form and return it at least one week before your course start date by email: ukarrival.details@into.uk.com or by post: INTO Admissions Office, One Gloucester Place, Brighton, East Sussex, BN1 4AA.

An online version is available at www.intohigher.com/arrival-form

#### Section 1

**Personal details**

<table>
<thead>
<tr>
<th>Family name (surname)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other/given names (first name)</td>
</tr>
<tr>
<td>Email address</td>
</tr>
<tr>
<td>Mobile phone number</td>
</tr>
<tr>
<td>Application ID number (please refer to offer letter)</td>
</tr>
</tbody>
</table>

| INTO Centre                        |

#### Section 2

**Arrival details**

| Country flight departs from        |
| Date of flight arrival in the UK   |
| Time of flight arrival (24 hour clock) 00.00 |

| Arrival airport                   |
| Terminal                          |

<table>
<thead>
<tr>
<th>Flight number</th>
<th>Name of airline</th>
</tr>
</thead>
</table>

**Connecting flight details, if you are not flying directly**

| Country flight departs from        |
| Date of flight arrival             |
| Time of flight arrival (24 hour clock) 00.00 |

| Arrival airport                   |
| Terminal                          |

<table>
<thead>
<tr>
<th>Flight number</th>
<th>Name of airline</th>
</tr>
</thead>
</table>
Section 3 (compulsory)

Please tick one of the following boxes to show whether you would like a taxi to meet you at your UK arrival airport and take you to your accommodation. If you require a taxi then we must receive the form one week before your flight arrives in the UK. If no box is ticked we will assume that no taxi is required.

☐ I require a taxi from the following airport (please specify airport name)

☐ I do not require an airport pickup

(if you will be under 18 years of age, you MUST complete Section 4 of this form)

Any special requirements

Please make sure that you book a flight which arrives on the weekend before your course start date. If on arrival you require a taxi to meet you and will be staying in a hotel or other accommodation not arranged by INTO, please provide the address or we will be unable to book a taxi.

If you are organising your own transfer from the airport

Arrival date at the INTO Centre

Accommodation/Centre

Arrival time at the INTO Centre (am/pm)

Section 4

If you will be under 18 on arrival and do not require INTO to meet you at the airport and arrange a pickup then the following section MUST be completed

Name of person meeting the student

Address of person meeting the student

Mobile telephone number

Name of parent

Signature of parent                  Date
Bringing money to the UK
You should bring enough money to live on for the first few weeks in the UK. However, please do not bring large amounts of cash with you. Free-to-use ATMs are readily available.

Once you have an account in the UK you can talk to your bank about the best way to transfer money.

Evidence of your money
If you are on a Tier 4 visa you will already have shown your financial status when applying for your visa. Students on a Student Visitor visa or Extended Student Visitor visa must produce evidence of money to pay fees and living costs, if any, at UK immigration.

You must show evidence that you:

• have paid all or part of your course fees and (if relevant) accommodation fees to your Tier 4 sponsor;
  and/or

• are receiving official financial sponsorship;
  and/or

• have enough money to cover your remaining course fees and living costs, if any.

Opening a bank account
In order to open a bank account you will need:

• your passport

• proof you are a student – we will issue you with an official bank letter after registration
proof of UK address.

If you bring a banker’s draft in pounds sterling with you (payable to yourself) or arrange for it to be sent, you can open a bank account after you have registered on your course.

For more information about opening a bank account, visit:
www.ukcisa.org.uk

Take a look at our video on how to open a bank account in the UK:
www.myin.to/openUKbankacc
“It’s important for new students to join the induction week as this is when you have the biggest opportunity to make friends and find out about social events.”

Bo Bo Ko Lay, Myanmar
On your first day

Registering on your course
You will be expected to be present at 9am on your first day. If you have not paid your full tuition and accommodation fees, you will need to do so before you are able to register. If you have been requested to arrive on the Saturday before your course begins, some facilities will be available to you on the Sunday; please check with the Centre for more details.

During registration, we can help you arrange your police registration and health check appointments, if required.

You will need the following documentation on your first day:

• passport and visa/identity card
• visa
• all payment receipts or fees if not already paid; please also bring the Statement of Account from your confirmation pack
• academic transcripts (original and translated into English) and certificates (original)
• evidence of English proficiency (original)
• confirmation of offer letter
• up-to-date address for home country and next of kin details
• contact details for your UK residence, including mobile telephone number.

English language testing
Upon arrival all students take an English language test to place you in the correct class for your language level. If the results of your test show clear evidence that your English language level is lower than stated in your application, you will be advised of your options.

Orientation programme
The orientation programme will give you practical advice and support on topics such as registering with a doctor, opening a bank account, personal safety, part-time work, volunteering, and visa and immigration issues – you should attend all sessions. You will be given a campus and city tour, and there will also be social and cultural activities to help you settle in and make new friends.

Keep in touch
It is a requirement of your Tier 4 visa to let the Student Services team know if there are any changes to your personal details.

For more information on first day enrolment: www.myin.to/enrolmentchecklist
“I was worried about living alone but I soon realised that everyone here is very friendly, especially the INTO staff. Once I arrived, I gained so many good friends!”

Ana, Georgia
Supporting you every step of the way

Before you travel to the UK
It is advisable to have a health check before you leave your home country. When you arrive in the UK you may be asked to provide health certificates detailing your vaccinations, so carry these documents in your hand luggage in case you need to show them at UK immigration.

Find out more at:
www.gov.uk/apply-uk-visa

Student Services team
Our dedicated Student Services team will help you settle into student life and ensure that you can make the most of your experience. During your induction programme they will give safety talks, as well as provide information about services available to support you.

Multifaith provision
Students of many religious backgrounds and beliefs study at INTO. There are multiple places of worship close to the Centre, as well as quiet rooms that may be used for worship on campus. Ask a member of the Student Services team for specific information on your personal requirements.

Take a look at the many ways in which we support you:
www.myin.to/INTOstudentsupport
Health services in the UK
If you have paid the immigration health surcharge for your current period of immigration permission, or you are from a country which is part of the European Union, you will be entitled to free treatment from the National Health Service (NHS). Medical care is free if you are entitled to NHS treatment, except:

- prescriptions
- dental treatment
- eye tests, glasses and contact lenses
- immunisations.

All you have to do is register with a local General Medical Practitioner (GP) when you arrive at the Centre. We recommend that all students do this as soon as possible, or your insurance policy may not be valid. Details of how to register with the nearest GP will be available from the INTO reception desk.

Your medical history
If you are currently receiving any medical treatment / have glasses or contact lenses, we advise you to bring your current prescriptions and a doctor’s report in English summarising your medical history.

Medication
You should bring enough medication to last you the first term. It is important to bring your medication in its original packaging, as this will help the doctors to know what you are taking and is also useful for customs officers.

Private health insurance
Full travel, medical and health insurance is mandatory for all INTO students. Unless proof of suitable insurance is provided during the application process, Uniplan Insurance will automatically be added to your course fees.

Personal safety
The UK is a safe place to study and live in. For practical tips on how to keep safe during your studies, please visit: www.britishcouncil.org/sites/default/files/safety-first.pdf

Safety in the Centre
If you see anything that concerns you, please report it to the reception desk and we will ensure that it is dealt with immediately.

Smoking
Smoking in the UK is not allowed in enclosed public spaces, as well as some outdoor public spaces, such as bus stops and train stations. You may be fined if you smoke in these places, or anywhere else displaying a ‘No smoking’ sign.
Registering with the police

Students may be required to register with the police within seven days of arriving into the UK. Staff at the Centre can help you with the registration when you arrive.

If you need to register with the police, you should take the following with you:

- your passport and visa
- proof of UK address (utility bill or accommodation contract)
- proof of studies (letter confirming you are a student at the INTO Centre)
- two passport-sized photos of yourself
- your registration fee (currently £34).

For more details, visit: www.gov.uk/register-with-the-police

Take tips from our video: www.myin.to/policeregistry

Keep a photocopy of the following items in a safe place:

- Passport - both the identification and visa page.
- Credit card and insurance details.
- Copy of your travel tickets.
- Serial number of any valuable items, such as camera, laptop etc.

List of countries required to register with the police

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
Our students say...

“Have an open mind, and don’t hesitate to ask for help if you have any difficulties!”

Wai Sze Fan, Hong Kong

“Bring some extra money to cover your first few expenses like blankets and clothes.”

Emmanuel, Zimbabwe uog

“You must remember to bring a printed version of your CAS. It’s very important for the first week.”

Faisal, Bangladesh
Our students say...

“Nothing can be much easier to help gain new friendships than a warm smile and a polite greeting!”

Zhen, China

“Remember to bring cash, an umbrella and a picture of your family.”

Ahmed, Libya

“Please do not worry about socialising and making friends. I quickly made friends and we really helped each other by going out together and getting to know the city.”

Shota, Georgia

Find out about education style in the UK:
www.myin.to/UKeducationstyle
Download the INTO student app

Prepare for living and studying abroad with the free INTO mobile app. Download yours at:
www.intohigher.com/apps