



UNIVERSITY OF
WOLVERHAMPTON



Pre-Arrival Guide

For International Students

January 2020

wlv.ac.uk/international

"We look forward to your voice adding to the diverse cultural makeup of our University, city and region."

Welcome

Thank you for choosing to study at the University of Wolverhampton.

Each year many international students join our friendly community in the centre of England, or study our degrees through our partner institutions overseas. We look forward to your voice adding to the diverse cultural makeup of our University, city and region.

Here at the University of Wolverhampton we pride ourselves on being the University of Opportunity. This means giving our students the opportunity to develop the knowledge, skills and confidence to impact on the global economy.

Our excellent teaching, facilities and support are reflected in the satisfaction of our students – measured each year in the National Student Survey. We received a commendation, the highest possible accolade, from the Quality Assurance Agency (QAA) for 'the enhancement of student learning opportunities', recognising that everything we do is geared to providing students from all backgrounds and abilities with a quality education and excellent prospects.

By providing placements, work experience and volunteering opportunities we prepare our students for the world of work; this is reflected in our graduate employment rate, 96% of our Class of 2017 were in work or further training six months after graduation.*

Our research community explores areas of life that affect us all in fields as diverse as brain tumours, diabetes, caste and culture, sports science, language and digital technologies.

We hope you find the enclosed information useful. Please don't hesitate to get in touch with us if you have any questions.

I look forward to welcoming you to the University of Wolverhampton.

Geoff Layer

Vice-Chancellor



*Destination of Leavers from Higher Education Survey

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Introduction

Dear student,

Congratulations on deciding to study at the University of Wolverhampton.

We would like to take this opportunity to welcome you to our University and our city. Within this guide, we have made every effort to answer your questions about what to do before and after your arrival.



Key contacts

Available support	Department	Email	Phone
ACCOMMODATION Find accommodation How to apply How and when to pay	Accommodation Services	accommodationservices@wlv.ac.uk	+44 1902 321 268
ENROLMENT Enrolment instructions Tuition fees	International Admissions	internationaladmissions@wlv.ac.uk	+ 44 1902 323 505
PAYMENTS Direct Debit Advance payments	Finance	FNC@wlv.ac.uk	+44 1902 321 256
Applicants support team pre-arrival	International Office	international@wlv.ac.uk	+44 1902 322 474
Help and advice on arrival	International Student Support	internationalstudent@wlv.ac.uk	+44 1902 321 070
Support to students with disabilities	Student Support & Wellbeing	secpreentry@wlv.ac.uk	+44 1902 321 074
Counselling	Counselling Services	counsellingservices@wlv.ac.uk	+44 1902 322 572

If you have any questions or require assistance with your visa application or preparing for your interview, please contact:

- ◆ the International Office
- ◆ International Admissions Unit

If you have any questions or require support or advice about any visa or immigration issues, please contact the Visa and Immigration Support Team: **+44 (0) 1902 322 545** or visa-enquiries@wlv.ac.uk

Key dates and info

Here are the key dates you need to know. You can also find the full academic calendar online. It is essential that you make arrangements to arrive in time to attend the International Welcome Week.

International Orientation Programme

- Friday 24th January 3.30pm to 6.30pm
- Saturday 25th January 11am to 2pm
- Thursday 30th January 3.30pm to 6.30pm

Please ensure you attend at least one of the above sessions.

International and EU Orientation Programme

Our orientation programme will help you to settle into University and the British way of life. For students on a tier 4 visa, attendance is compulsory, but we hope that all international and EU students will not want to miss out!

If your first language is not English, you will be eligible to receive tailored English language support during your studies. To help us to determine the right support for your level of English, please make sure to attend one of the English language support evaluation sessions held during orientation and welcome week at City Campus.

The sessions last 2 hours and run on a variety of days and times. Please check: wlv.ac.uk/eles for details of sessions and venues.

**Beginning of
semester 2**

27 January 2020



Before you arrive: important documents

It's important that you remember to bring certain items with you and make some necessary arrangements before travelling.

1. Offer/Confirmation of Acceptance for Studies (CAS) statement

This is the final confirmation of your firm acceptance of your unconditional offer onto the course of study, issued by the Admissions Unit. Your CAS statement will be made available to you through e:Vision and it will include:

- ◆ your personal details
- ◆ your CAS number
- ◆ details of the course you intend to study
- ◆ details of the qualifications you have used to apply for the course
- ◆ confirmation of the tuition fees and how much you have already paid
- ◆ the University of Wolverhampton Sponsor Licence Number and address.

Please remember your deadline date for requesting a CAS number will be one month before your latest course start date.

You may request a CAS statement once you have met all the conditions of your offer.

2. Passport

The documents required to enter the UK are different depending on which country you come from. You must have a valid passport or travel document to prove your identity.

If you are an EU/EEA national, you will be admitted to the UK with the minimum formalities and only need to show a valid passport or identity card to enter the UK.

EU/EEA nationals have the right of residence during their course, provided that they have sufficient means to support themselves without recourse to public funds. However, it is advisable to carry a letter with you confirming you have been offered a place of study at the University of Wolverhampton in case you are asked any questions about your intentions at the border. This information applies to you if you come from an EEA country or Switzerland.

3. Visa/entry clearance

Remember the Immigration Rules and the requirements for each visa category can change with very little notice so always make sure you check the current guidance at the time you are getting ready to apply.

Generally, most international students will need a Tier 4 (General) student visa to study in the UK but you can also check the Government's [Visas and Immigration webpages](#) as they have further details about the types of visas available and who they are suitable for.

Most nationals from non-EEA states who wish to come to the UK to study courses longer than six months are required to obtain a visa (also called 'entry clearance') before coming to the UK.

To apply for a student visa, you must be able to claim 40 points. The points are divided as follows:

- ◆ **30 points** for having the CAS number and providing evidence of all the qualifications listed on your CAS record.
- ◆ **10 points** for having financial evidence to show you meet the maintenance requirements. Please check our **Bank Statements** guidelines.

There may also be other requirements you need to meet, such as having a TB health certificate or Academic Technology Approval Scheme (ATAS) certificate. These requirements may depend on your nationality or the course you intend to study. You may find the [points-based calculator](#) useful on the Home Office webpages.

When and how to apply

The application process will be online or paper-based, according to which country you live in. To check which procedure is relevant for you, please visit: gov.uk/check-uk-visa

You can apply for the visa at any time in the three months leading up to your course start date. Do not leave it until shortly before you travel to apply for your visa as it may take longer than expected to process the application. It is your responsibility to allow yourself enough time for your visa to be processed before you make your travel arrangements. Make sure you don't lose any information by saving your application regularly. Once you've finished, print a copy off for your records.

Our [Applying for Visas page](#) has detailed information about applying for a visa. The application form is completed online and then you will need to attend an appointment in order to have your biometric data captured and to submit your documents/attend an interview. [This video](#) is also aimed at helping international students understand the visa application process.

To apply for your Tier 4 (student) entry clearance overseas, you will need to find your [closest Visa Application Centre](#) and check with them what their procedure for visa applications is.

To apply for your student visa in the UK, you must first make an appointment with our [Visa and Immigration Support team](#) for an assessment of your documents. You will then be given assistance with the online application. Please remember other documents required (originals only) are:

- ◆ your passport or travel document, valid for at least six months after your date of departure for the UK
- ◆ two recent passport photographs
- ◆ your CAS letter
- ◆ financial evidence to show that you have enough money to pay for your tuition fees and living expenses. This is equal to the remaining tuition fees you need to pay for the year, plus £1015 per month for at least the first nine months of study. **Please see how living costs are calculated for visa purposes [here](#).**

Your VISA responsibilities

If you hold a Tier 4 visa for study at the University of Wolverhampton, both you and the University have responsibilities to the Home Office during your studies and we must work together to make sure you meet the requirements of your visa. These responsibilities are detailed on our [Your Responsibilities page](#).

Please note, in addition to attending lectures and submitting assessments, all students on a Tier 4 visa must have an attendance card signed on a weekly basis, and attend a monthly 'check-in'. You will be sent an email confirming the dates of the session (usually a period of one week) and will be expected to log into your e:Vision account during this period, answer some questions to confirm your current details, and then attend your Faculty Student Services for an in-person check-in.

Before you arrive: fees and living costs

Paying University fees

The University offers several ways for you, as an international student, to pay fees. Note that all payments should be made in pounds sterling.

Once you have paid your deposit and secured your visa, you may want to pay more or all of your remaining tuition fees before you leave home.

You can also arrange to pay the remaining fees when you arrive for enrolment.

You can choose to:

- 1) pay in full
- 2) pay in instalments – usually three equal instalments.

There are also numerous ways that you can pay.

A) Pay online

Pay in advance using our **ePayment** facility. Please quote your University student number, name and date of birth when making any payments to the University. All major credit cards are accepted – details are on the [ePayment page](#).

B) Pay by bank transfer

Bank-to-bank transfer is one of the quickest ways to make payment. Please see the '[University of Wolverhampton Notification of Payment Advice](#)' form included with your acceptance letter from the International Office. You can also download the notification of payment form.

- C) Credit/Debit Card
- D) Cheque
- E) Direct Debit

All payments should be made payable to '**The University of Wolverhampton**'. **Please remember cash should not be sent through the post.**

Remember: EU students can apply for a tuition fee loan and there are discount schemes available to international students. These include:

- ◆ **Prompt Payment Discount** – a 10% discount on the costs of tuition fees to international students with an unconditional acceptance letter, paying either in full or by instalments. [Terms and conditions apply](#).
- ◆ **Postgraduate Loyalty Discount** – a generous 20% off the cost of tuition fees for students progressing from an undergraduate programme to selected postgraduate courses, where both are studied at the University of Wolverhampton.

Find out more about available discount schemes, scholarships and financial support for international students, [visit our dedicated webpage](#).

Living costs

The amount of money to cover living costs is calculated at **£1,015**, per month, needed in a lump sum depending on the length of your course.

- ◆ If your course lasts for more than nine months, you need a fixed amount of **£9,135**.
- ◆ If your course lasts for less than nine months, you will need **£1,015** per month of the course in one lump sum (eg. for six months, you need **£6,090**). Remember: this is in addition to the outstanding balance of your tuition fees.
- ◆ If you will be bringing dependants with you to the UK, you will also need to meet a financial requirement as part of your visa application. Dependants are required to have **£680** per month in a lump sum (so **£6,120** if they are joining you on a course of more than nine months or **£4,080** if your course duration is six months).

Living costs can be reduced by a maximum of **£1,265** if you live in University-owned accommodation and pay at least this amount in advance. (If you pay more, only **£1,265** will be reduced from your living expenses.)

Before you arrive: accommodation

It is important that you have your accommodation sorted before you arrive in the UK.

The University operates accommodation in our “halls of residence” at all campuses and don’t forget that some of our campus locations are 20 miles apart so you should take care when choosing somewhere to live. You can live within University managed accommodation at the City, Walsall or Telford campuses with the option of either ensuite or standard (shared bathrooms) room.

Within your bedroom you will find the following;

- Desk
- Chair
- Wardrobe, including drawers
- Bed Base
- Mattress
- Shelving
- Sink (within standard accommodation)
- Carpet
- Curtains/Blinds

When you are given an unconditional offer from the University, book your accommodation straight away to make sure you can be allocated your first preference. For more information about university accommodation you can visit wlv.ac.uk/accommodation

If you need any help and advice with where to live, either for a short stay, throughout your studies, or for other types of accommodation available in the area then you can contact the accommodation team by e-mail to: accommodationservices@wlv.ac.uk



“Accommodation Services manage a programme of social events, trips and activities which will enable you to visit places within the UK.”

Your journey to Wolverhampton

This section is all about helping you get to Wolverhampton as smoothly as possible!

It includes some great tips, whether you have travelled to the UK before or not. Make sure you label your luggage with your new UK address. UK weather can change very quickly – so make sure you pack a variety of clothes – but don't worry, there are many options for shopping if you need them. You can also buy any heavier items you might need in the UK.

Please check the UK Customs list of food items you can and cannot bring. We highly recommend arranging appropriate travel insurance.

When to arrive

We recommend you arrive on the 23rd, 24th, 25th or 26th January 2020 which will give you enough time to settle in. Please note: Our International Welcome Day is on **24th, 25th and 30th January**.

Please ensure you attend at least one of the above sessions.

You will need to sort out your bank account, NHS registration and police registration (if required), as well as explore the city and campus!

Important documents

You may need to show some documents at immigration when you arrive into the UK – it's best to carry these in your hand luggage when you travel. These may include:

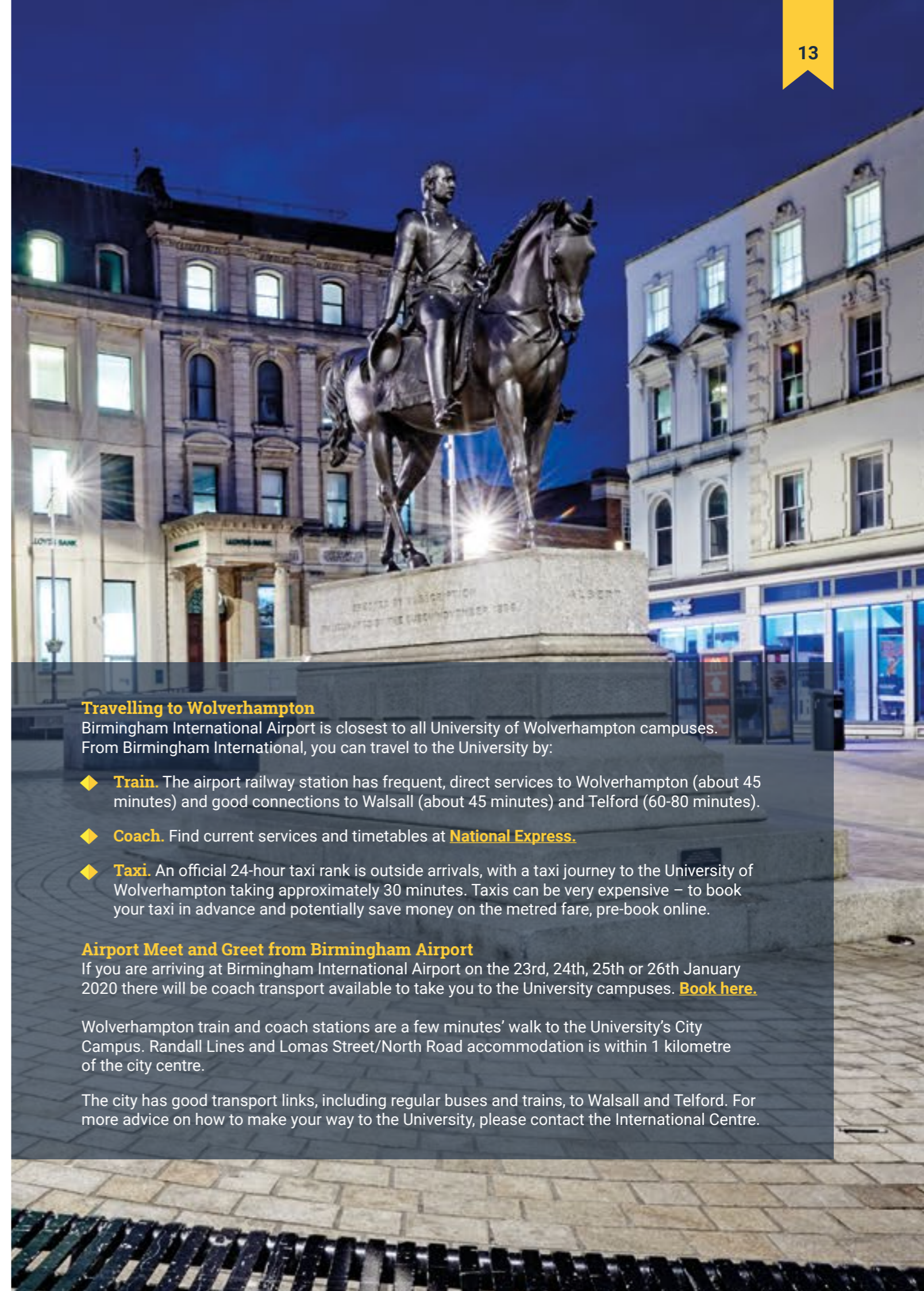
- ◆ your passport (with visa for non-EEA students)
- ◆ your CAS letter and unconditional offer letter
- ◆ your original examination certificates as stated in your CAS letter
- ◆ any medication that you are currently taking, medical certificates and records
- ◆ your accommodation contract
- ◆ evidence of your finances for your tuition fees and living costs.

Financial evidence

You must provide a bank statement that **covers 28 days**. The money must be in your bank account or your parents' personal account; it cannot be in any other relative or friend's account (unless they meet the UKVI definition of an official financial sponsor).

If you are using your parents' bank account, you will also be required to submit extra supporting documents with your application, such as your birth certificate and a letter from your parents confirming their relationship to you and that they give you their consent to use their account for funding your studies and living costs.

The money must be in the account at the time you apply for the visa and must have been constantly in the account for a minimum of **28 days before the date of your visa application**. The final closing balance cannot be more than **31 days before the date of your visa application**.



Travelling to Wolverhampton

Birmingham International Airport is closest to all University of Wolverhampton campuses. From Birmingham International, you can travel to the University by:

- ◆ **Train.** The airport railway station has frequent, direct services to Wolverhampton (about 45 minutes) and good connections to Walsall (about 45 minutes) and Telford (60-80 minutes).
- ◆ **Coach.** Find current services and timetables at [National Express](#).
- ◆ **Taxi.** An official 24-hour taxi rank is outside arrivals, with a taxi journey to the University of Wolverhampton taking approximately 30 minutes. Taxis can be very expensive – to book your taxi in advance and potentially save money on the metred fare, pre-book online.

Airport Meet and Greet from Birmingham Airport

If you are arriving at Birmingham International Airport on the 23rd, 24th, 25th or 26th January 2020 there will be coach transport available to take you to the University campuses. [Book here](#).

Wolverhampton train and coach stations are a few minutes' walk to the University's City Campus. Randall Lines and Lomas Street/North Road accommodation is within 1 kilometre of the city centre.

The city has good transport links, including regular buses and trains, to Walsall and Telford. For more advice on how to make your way to the University, please contact the International Centre.

When you arrive

Welcome to the University of Wolverhampton!

Collecting your keys

You will have received information from Accommodation Services about moving in to Halls of Residence. If you are staying in University Accommodation, you can sign/collect your keys from 10am on your moving in date. If you have any questions – or perhaps need to move into University halls before your contract start date, contact Accommodation Services: accommodationservices@wlv.ac.uk

If you intend to live in a private house, or private halls of residence, you will have to arrange details directly with your landlord.

Opening a bank account

There are many banks with branches in Wolverhampton, and some offer special deals to students. To open a UK bank account you will need at least your:

- ◆ passport
- ◆ 'Letter of Introduction to UK Banking Facilities'. You can request this through e:Vision once you are fully enrolled.

Health centre registration

You must have valid medical insurance in your home country and we recommend that you contact your own health insurer for further advice before coming to the UK.

As long as you are enrolled on a course lasting for more than six months, you will be entitled to free National Health Service (NHS) treatment in the UK, but you must be registered with a local doctor. To make registration easier, you may want to bring:

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

There is a charge for prescribed medicine and some services such as dentists and opticians. You may be able to get a reduction for some medical costs by completing a HC1 form. The Students' Union will be able to give you more information following enrolment.

EU / EEA nationals carrying a 'European Health Insurance Card' (EHIC) are also entitled to free National Health Service (NHS) General Practitioner (GP) treatment.

Police registration

If you have to register with the police on arrival (indicated in your visa) you must do so within seven days of arrival in the UK. The current charge is £34. The Police Registration point for our area is in Birmingham:

Overseas Visitor Registration

Digbeth Police Station
113 Digbeth
Digbeth
Birmingham
B5 6DT

If you are registering for the first time, you will require:

- ◆ a completed form (PDF)
- ◆ two identical passport-sized photographs
- ◆ valid passport and visa
- ◆ £34 cash or card.



Enrolment

When you arrive at the University, you will be required to complete your enrolment. Full details of how to enrol on your course will be available when you arrive and can be found online. You must enrol by the deadline given on e:Vision.

Enrolment instructions

Enrolment will be available closer to your course start date. Before you enrol, you must register for an IT account. Once you have accepted the terms and conditions for using our IT services, you will be able to continue with your enrolment. Once you are registered, you can enrol.

- ◆ Login to your e:Vision account.
- ◆ Follow the Enrolment link and the instructions on screen.
- ◆ You will be prompted to enter your personal and contact information, including uploading a copy of your passport and visa to your record. Please make sure that your details are up-to-date, as details you provide will be used to contact you.
- ◆ Check that the details of your course and fee status are correct. Once all this is complete, you can go ahead and confirm your enrolment!

All international students will need to complete an ID check. You will need to bring in a valid form of photo identification to your enrolment point i.e. passport, full or provisional driving licence. Your enrolment will be fully complete once you have had your ID checked. You may also be required to produce your original qualification certificates. See wlv.ac.uk/welcome for more information.

If you have any problems with enrolling online, please contact your Faculty Student Services.

Other information

Arrived in Wolverhampton and explored the city? All settled in to university (and British) life? The following information will help you feel even more at home.

Mentoring

The Students' Union offers an orientation and mentoring service to first year students – with support from Welcome Week and beyond. Your mentor can help with issues such as personal development and time management; provide a friendly face to voice concerns; and offer you a chance to practise your English and settle into University life.

Learning and Information Services

Developing academic and employability skills is key to your success. We offer a full programme of opportunities to help you develop your skills and access to valuable information to support your assignments, essays and projects. For more details, visit: wlv.ac.uk/skills.

The Chaplaincy

The Chaplaincy team, including male and female members, are drawn from different faiths. Offering guidance and support, we aim is to listen to you and encourage you to discover your own path in faith and in life. There are opportunities to join in a variety of activities such as faith societies, international café events and visiting British people in their homes at Christmas time. For more details, visit wlv.ac.uk/chaplaincy.

Careers

Our team of careers advisors can help you investigate your future career options. We offer practical support at all stages of your job applications. For more details, visit wlv.ac.uk/careers.

Working on campus

The University of Wolverhampton offers opportunities to gain work experience on campus. Learn more about the WXP programme and apply now!

Part-time working

As an international student, you may be able to work part-time during your studies, depending on what type of visa you have. Part-time work is valuable not only for financial support while you are studying, but also to enhance your CV and demonstrate transferable skills to potential graduate employers.

Please note: if you have a Tier 4 student visa and are on a full-time degree-level course, you will usually be permitted to work for 20 hours per week during term-time and full-time in vacation periods. Some types of work, such as entertainment, are not allowed under a tier 4 visa. You can get advice from [here](#).

If you have a Tier 4 student visa, and are on a course below degree level, you can only work for 10 hours per week during term-time and full-time in vacation periods.

Please remember International students on a Student Visitor visa are NOT permitted to work in the UK.

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

- ◆ Undergraduate students have a vacation period at Christmas, Easter and in the summer.
- ◆ Postgraduate students have a vacation period at Christmas and Easter, but not the summer, as this is when you will usually be writing your dissertation.
- ◆ PhD students will be able to take short periods of leave from their PhD with the permission of their supervisor.

Don't forget that studying full-time is just like having a full-time job – your studies should be your priority!

Please remember if you are a current student from outside the EU, you must apply for a national insurance number before you can work in the UK.

Conditions of your Tier 4 visa for part-time working

If you have a Tier 4 visa, there are certain rules that the University and students have to follow. Your visa will be withdrawn by UK Visas and Immigration, and you would be required to leave the UK if you break the rules, even if you have not completed your studies.

UK Visas and Immigration regularly make changes to the Tier 4 student visa category that may affect your status retrospectively. The University will keep you informed of all the changes.

If you have any questions or require support or advice about any visa or immigration issues, please contact:

Visa and Immigration Support Officer
Alan Turing Building (MI001), City Campus Wulfruna
+44 (0) 1902 322 545 visa-enquiries@wlv.ac.uk



Help and advice

Starting university is exciting, scary, fun and challenging no matter where you're from – so for an international student away from home, it can be an even more daunting new experience.

If you're not sure who to talk to, or contact, then ask at any of the offices below – if we can't help you, we know someone who can!

e:Vision Helpdesk

Our online Office Helpdesk, available through e:Vision, allows you to view Frequently Asked Questions or log a new help call if you cannot find an answer. We will confirm receipt of your query and send you an email advising you when we have resolved this.

Other support available

[Your Faculty Student Services](#)

[Student Support & Wellbeing \(supporting students with disabilities\)](#)

[Counselling Services](#)

[The Chaplaincy](#)

[Students' Union Advice and Representation Centre](#)

[English language Support](#)



CHECKLIST

To help you in preparing for University, use our CHECKLIST

Get ready for your stay at the University of Wolverhampton by finalising:

- Accommodation
- Medical examinations
- Your Confirmation of Acceptance for Studies (CAS)
- Your student visa
- Your flight and travel insurance

Before you leave your country remember to bring with you:

- Passport
- Currency
- Original qualification certificates
- Acceptance letter
- Enrolment summary and documents
- Medical records
- Banker's draft, cheque or credit card to pay at least 50% of your tuition fees
- Details of all vaccinations that you have had
- Medical records if you have any pre-existing conditions (with English translation)
- Any medication that you are currently taking

In your hand luggage, you should have:

- Your passport (make sure it is valid)
- Your CAS number
- Visa (if applicable)
- Travel insurance
- A small amount of money
- A jumper, a coat and an umbrella

When you get here:

- Let your family know you have arrived safely!
- Collect your student ID card
- Open a bank account
- Register with the police (if applicable)
- Register with a GP (doctor)

**Have a safe and pleasant trip.
We are looking forward to meeting you at the University!**

University of Wolverhampton
Wulfruna Street
Wolverhampton
WV1 1LY

Tel: +44 1902 321 000

Email: enquiries@wlv.ac.uk

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