



UNIVERSITY OF  
GLOUCESTERSHIRE

at Cheltenham and Gloucester

# GUIDE FOR INTERNATIONAL APPLICANTS 2010/11





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## Welcome to the University of Gloucestershire

Congratulations on being offered a place to study at the University of Gloucestershire. You will be joining a diverse and friendly community of British and international students studying for a respected degree in one of the most attractive locations in the UK. We are confident that you will find the experience of studying with us and living in Gloucestershire both positive and memorable, whatever your chosen subject.

The International Centre is here to give support and advice to all our international students to enable them to excel in their academic work and make the most of their time here. If you have any questions you can email us at [isa@glos.ac.uk](mailto:isa@glos.ac.uk), phone +44 (0)1242 714300, or come into the

International Centre. In particular, please get in touch if you have any difficulties in applying for your visa.

We hope to meet you at our International Welcome Event, where we will be helping students to settle into university life and providing detailed information about the important issues of immigration, banking, working during your studies, and studying in the UK. Please see page 5 for more information.

We look forward to meeting you!

Charlotte Robinson  
*International Student Adviser*

Siobhan Walker  
*Assistant International Student Adviser*



Charlotte Robinson



Siobhan Walker

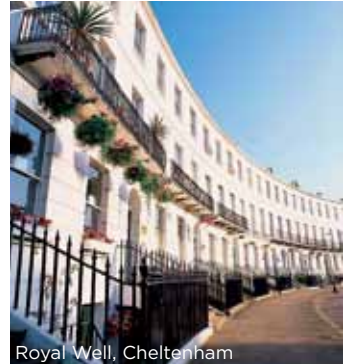


## Important Dates for International Students

12 September	International Arrivals Day and first day of Welcome Event
13 September	House Hunting Event
14-15 September	Information Workshops
16 September	Enrolment Day
17 September	International Students' Trip to Stonehenge and Bath
18 September	Nature walk and picnic in Cheltenham
20 September	First day of Academic Induction
27 September	First day of classes
8 October	End of enrolment period



Montpellier Gardens, Cheltenham



Royal Well, Cheltenham



Stonehenge, Wiltshire



Victorian Docks, Gloucester

## What do I need to do before I leave home?

- 1 Book your place at the Welcome Event by emailing **internationalstudents@glos.ac.uk**
- 2 Reserve your accommodation in halls of residence (undergraduate students only) or sign up for the house hunting event (all students)
- 3 Pay your tuition fees (see page 7)
- 4 Apply for your visa (see page 9)
- 5 Download and read the Pre-Arrival Guide at **[www.glos.ac.uk/international](http://www.glos.ac.uk/international)**
- 6 Tell us about your arrival plans and book a place on our Meet & Greet service (see page 5)



## The International Welcome Event

– Starts 12 September

We are very happy that you have chosen to study at the University of Gloucestershire and we want to make your time with us as enjoyable and fruitful as possible. Moving to a different country can be daunting and there will be lots of new things you will need to do and learn. At the International Welcome Event we will help you to settle into university life. There will be special events to help you complete vital tasks such as finding accommodation, registering with the doctor, enrolling for your course, and most important of all – making friends!

### Why should I attend the Welcome Event?

As an international student, you will need to know lots of information about living in the UK. At the Welcome Event you will have easy access to this information and will have the opportunity to get the necessary things done and out of the way before you start your course. There is also plenty of time to get to know other international students during social events, parties and trips. We find that students who attend the International Welcome Event settle in to university life more quickly and can therefore focus all their efforts into making their time here a success.

### How can I book my place at the Welcome Event?

You need to book your place at the Welcome Event by emailing **internationalstudents@glos.ac.uk**. You can also book by phoning +44 (0)1242 714509. Please tell us your name and student number.

### What about travelling to the University?

For students attending the Welcome Event, we provide a 'Meet & Greet' service. This is a special, free-of-charge service for our new international students where we meet you at the airport and drive you to the university by coach. This service must be booked in advance and is only available from Heathrow Airport on 12 September 2010. You can also book a private or shared taxi from any airport for an extra cost. If you would like to make your own way to the university, please see the Pre-Arrival Guide at **www.glos.ac.uk/international** for travel information.

### What will happen at the Welcome Event?

On the first day, there will be a buffet lunch and a welcome party in the Student's Union to give you the chance to relax after your long journey and meet other students. There will also be tours of the campus and into Cheltenham. The full programme will be sent to you by email in early summer and will include:

#### Necessary activities:

House-hunting event  
 Visa and document check  
 Opening a UK bank account  
 Police registration (if necessary)  
 Registering with doctor  
 Enrolling for your course

#### Social events:

Welcome party  
 Tour of Cheltenham  
 Traditional Scottish dancing night  
 Trip to Stonehenge  
 Traditional English supper  
 Cinema evening

#### Workshops on:

Immigration  
 Living and Learning in the UK  
 Working in the UK  
 Study Skills  
 Understanding your accommodation contract  
 Driving in the UK

### What about accommodation?

If you are an undergraduate and you have reserved accommodation in university halls of residence, you will be able to move into your allocated room on 12 September\*. All other students can book a room in the Park Villas from 12 - 15 September for the very low fee of £10 per night. After this you will be given help to move into your term time accommodation. Students who do not require on-campus accommodation will be given a ticket for reduced-cost bus travel to and from campus.

### How do I join the House Hunting Event?

If you have not yet found accommodation, we strongly advise you to book a place on our House Hunting Event on 13 and 14 September. During this event you will be given access to the university's list of registered housing in the private sector and there will be lots of help to phone landlords and look at properties. There will also be plenty of time to meet potential flatmates on 12 September if you don't know anyone, and you can also join our group on Facebook at [www.facebook.com/uniofglosint](http://www.facebook.com/uniofglosint) for extra networking before you come. To join this event, please email [internationalstudents@glos.ac.uk](mailto:internationalstudents@glos.ac.uk).

\*students who have reserved halls of residence accommodation on FCH, Pittville or Oxstalls campuses may be allocated a room on Park campus from 12 - 15 September.

## Enrolling for Your Course – From 16 September

Enrolling for your course is a simple online process that only takes a few minutes to complete. However, before being given access to online enrolment, new international students must complete two very important stages – payment of your tuition fees and a visa and document check.

### When can I enrol?

International students should attend the Enrolment Event on 16 September on Park Campus. On this day staff from the International Centre will check you have a valid visa to study in the UK and also check the original education certificates you sent with your application. You should bring your passport, visa, and education certificates to this event. After you have completed the document check and paid your tuition fees, you will be given help to enrol online. New international students will not be able to enrol before 16 September.

If you arrive in the UK after 16 September, you will need to go to the International Centre on Park Campus to show your passport, visa, and education certificates. You will not be able to enrol until you have done this.

Please take note that international students must have completed online enrolment by 8 October. All students on a Tier 4 student visa who are not enrolled on this date will be reported to the UK Border Agency and will not be permitted to start their course. This is a legal requirement of the UK immigration rules.

### How can I pay my tuition fees?

You should make arrangements to pay your tuition fees before you come to the UK. International students have two options:

- You can pay the full amount before 16 September
- You can pay in two instalments – 50% before 16 September and 50% in January 2011

Please note: Students paying by instalment must open a bank account as soon as they arrive in the UK and provide the Tuition Fee Administrator [fees@glos.ac.uk](mailto:fees@glos.ac.uk) with full account details by 8 October at the latest. You will receive the necessary documentation and help to open a bank account during the International Welcome Event.

You can pay your tuition fees from your home country in the following ways:

### By Bank Transfer directly to the university bank account

National Westminster Bank plc  
P O Box 9  
31 Promenade  
CHELTENHAM  
GL50 1LH

Account Name: University of Gloucestershire  
Account Number: 24241350  
Sort Code: 60-05-16  
IBAN: GB92NWBK60051624241350  
Swift Code: NWBK GB21 29X

*Please quote your name and student number on all remittances. Send a copy of the remittance receipt to **fees@glos.ac.uk** or the address below.*

### By Bank Draft or Cheque in pounds sterling

Please make your bank draft/cheque payable to *University of Gloucestershire*. Write your name and student number on the back, and send by secure post to:

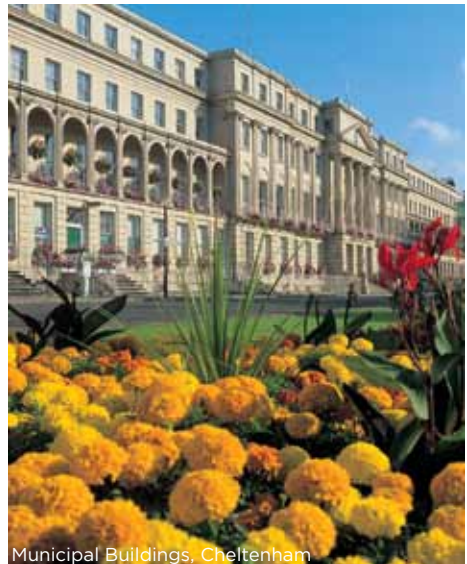
Tuition Fee Administrator  
MK108 Monk Building  
University of Gloucestershire  
The Park, Cheltenham  
Gloucestershire GL50 2RH  
United Kingdom

You can also bring your bank draft with you and pay it directly to the Tuition Fee Administrator on 16 September. Please do not bring a cheque to the UK as this might not clear within the enrolment period.

### By Credit/Debit Card

- Phone the Income Team on +44 (0) 1242 714222 to make your payment OR
- Make your payment online at **<https://www.ecommercegateway.co.uk/glos>**

You will need to quote your name and student number to make the payment. Please note that it can sometimes be difficult to make payments online from overseas so you might prefer to pay by bank transfer.



Municipal Buildings, Cheltenham

## Applying for Your Visa

If you are not an EEA or Swiss national, you must apply for 'entry clearance' (permission to come to the UK - a visa) before you leave your home country. It is very important that you do not enter the UK as a visitor as you will not be able to switch visa categories once you are here, and you will not be permitted to start your course.

The UK government has recently adopted a points based immigration system, commonly referred to as 'PBS'. This system has four visa categories, or 'tiers', and the student category is called 'Tier 4'. International students should apply for their visa under Tier 4 using the CAS number provided in their university unconditional offer letter. This is a unique reference number generated for you by the university and the UK Border Agency, and it contains all the information relevant to you and your course. It also contains the details of your application and the key documents we used when we accepted you for study. You will need to provide these to the British Embassy or High Commission with your visa application.

Under Tier 4 you must score 40 points in order to be granted your visa. 30 points are available for the CAS number the university gives you and the key documents listed in it. 10 points are available for evidence that you have enough funds to cover your tuition fees and living costs. You will need to show that you, or your parents, have held this money in your bank account for 28 days. The exact criteria for scoring the necessary points are subject to change and so are not given in this booklet. You should make sure that you have read the UK Border Agency leaflet INF29 for students and the Tier 4 Policy Guidance for the most up-to-date information before you apply for your visa (see below). Another helpful guide is published by UKCISA at [www.ukcisa.org.uk/student/info\\_sheets/applying\\_home\\_country.php](http://www.ukcisa.org.uk/student/info_sheets/applying_home_country.php)

If you require help from the International Development Centre, please email [intoffice@glos.ac.uk](mailto:intoffice@glos.ac.uk) or phone **+44 (0) 1242 714300**.

Please note that the university is legally obliged to monitor all Tier 4 students' attendance and engagement with study and report any unsatisfactory behaviour to UKBA. We must also keep a copy of each student's valid passport and visa and keep their up-to-date contact details. You will be given more information about this at the immigration workshop at the International Welcome Event.

### When will my visa start?

All students applying for undergraduate and postgraduate taught degree programmes, PhD study, or pre-sessional courses should receive entry clearance starting one month before the beginning of their course.

### When will my visa end?

This depends on the type and length of your course:

- Four months after the end of your course if your course lasts 12 months or more.
- Two months after the end of your course if your course lasts between 6 – 12 months.
- One month after the end of your course if your course is a pre-session course of less than 6 months.
- Seven days after the end of your course if your course is less than 6 months long and is not a pre-session course.

### How to apply

1. Read the UK Border Agency leaflet INF29 for students, which can be accessed at: **[www.ukvisas.gov.uk/en/howtoapply/infos/inf29pbsstudent](http://www.ukvisas.gov.uk/en/howtoapply/infos/inf29pbsstudent)**

This leaflet contains answers to frequently asked questions about the application process and links to a number of important documents. You need to print the following documents from the leaflet:

- Tier 4 Guidance
- Application form VAF9 – PBS Migrant
- PBS Migrant guidance notes
- PBS Appendix 8 (General) Student

2. Find your country on the list at: **[www.ukvisas.gov.uk/en/howtoapply/wheretosapply](http://www.ukvisas.gov.uk/en/howtoapply/wheretosapply)**

Read the information about how to apply for a UK student visa in your country. The application process can be very different, depending on which country you apply from. For example, you might need to

make an appointment or complete an online form, or have a tuberculosis test first (tuberculosis tests are only required in a few countries).

Find out how long it takes to process applications and make sure you apply with plenty of time, so that you do not miss the Welcome Event.

3. Read through the whole of the Policy Guidance and all the other documents you printed off very carefully. They contain a lot of very detailed information about how to complete the application forms and what documents you need to provide. It is very important that you submit all the documents required, such as your CAS number, your education certificates listed in the CAS, and your financial evidence.

There is no flexibility about the documents you have to submit – if your documents do not exactly match the requirements set out in the Policy Guidance, your application will be refused.

4. Complete application form VAF9 and PBS Appendix 8. The forms ask how many 'points' you are claiming. You need to claim:
  - 30 points for attributes/possession of a CAS
  - 10 points for maintenance

Submit the two forms and the necessary supporting documents using the process for your country.

We recommend that you keep a photocopy of your completed application and all submitted documents, including your passport.

After you have submitted your application, you will be invited to attend an office to give your fingerprints and have your photograph taken. Giving this biometric information is compulsory for all international students coming to the UK.

5. When you get your visa, it is essential that you check it carefully to ensure that:

- your name and date of birth are correct
- it says you are a Tier 4 student with the license number 8DHV1QR87

- it starts on or before the date you want to travel to the UK
- it does not end sooner than expected

If any of these details are incorrect, then you must ask to have it changed before you travel. It is very difficult to make changes after you travel.

If your visa application is refused, please contact the International Centre on **intoffice@glos.ac.uk / +44 (0)1242 714300** for advice and a new CAS number. You must not use the same CAS number in a new application, as this will be refused again.



Town Hall, Cheltenham

## Frequently Asked Questions

### What support services are available for international students?

The university has two full-time International Student Advisers who are dedicated to supporting and advising international students on a range of issues such as immigration, banking and finance, and living in the UK. There is also a Helpzone on each campus which acts as a one-stop-shop for all students to get help with anything that might be troubling them. For more information, please see the student support section of our website at [www.glos.ac.uk/international](http://www.glos.ac.uk/international)

### How can I improve my academic English before I start my course?

The Cheltenham International Language Centre (CILC), based at the university, offers pre-sessional English courses though the summer for international students starting their degree programme in September. For more information, see [www.glos.ac.uk/international/cilc](http://www.glos.ac.uk/international/cilc)

Another good resource for learning more about studying in the UK and developing your study skills is [www.prepareforsuccess.org.uk](http://www.prepareforsuccess.org.uk)

### Can I work during my studies?

Most international students are allowed to work up to 20 hours per week during their course. More information about the right to work, finding a job, and applying for a work visa after your studies will be given at the 'Working in the UK' workshop which is part of the Welcome Event.

### Will I be able to start my course late?

All students must have enrolled and started their course by 8 October. International students who have not arrived by this date will not be permitted to join their course and their visa will be cancelled. If you have serious difficulties arriving within this period please

contact the International Development Centre at [intoffice@glos.ac.uk](mailto:intoffice@glos.ac.uk) / **+44 (0) 1242 714300** to see if there is any help we can give you.

### Where can I find further information?

Please read the Pre-Arrival Guide before you come to the UK. This guide has been specially written for international students and has information on travelling to the UK, studying at the university, and general information about living in Cheltenham and Gloucester. It is available at [www.glos.ac.uk/international](http://www.glos.ac.uk/international)

You should also check out our page on Facebook for international students at the University of Gloucestershire. Please join our page on Facebook for new students at [www.facebook.com/uniofglosint](http://www.facebook.com/uniofglosint)

Information is also available on the following external websites:

**The UK Council for International Student Affairs:** [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

Visa application information: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk) and [www.ukba.homeoffice.gov.uk/adultstudents](http://www.ukba.homeoffice.gov.uk/adultstudents)

Tourist information: [www.visitcheltenham.com](http://www.visitcheltenham.com) and [www.gloucester.gov.uk/tourism/](http://www.gloucester.gov.uk/tourism/) [www.visitbritain.com](http://www.visitbritain.com)



