



ANGLO SKILLS COLLEGE

Suite 2D, The Hub, 40 Friar Lane, Nottingham NG1 6DQ - Phone/Fax-0115 948 3339
Web: www.angoskillscollege.co.uk - Email: admin@angoskillscollege.co.uk

Pre-Arrival and Arrival Information for International Students Regarding Living in the UK

About Nottingham city

Nottingham is regional capital and one of the UK's most stylish cities. Set within a county of outstanding natural beauty that includes Sherwood Forest, lively market, towns and wonderful historic buildings. It's also home to the world's best-loved outlaw, Robin Hood. Nottingham offers much more than locations and legends: our nightlife, shopping, sports, arts and culture are also famous!

Visa letters / CAS numbers

Schools and Colleges in the UK will no longer need to issue Visa Letters. Instead we will use the information you provide to issue you with a CAS number to be used in your visa application form. Therefore it is important that the information you give us is accurate and consistent with the information you use in your visa application. For more information please visit www.ukba.homeoffice.gov.uk

Paying your tuition fees

All students must pay 50% deposit of their annual tuition fee once they have been accepted on the course. We encourage you to pay your fees before you arrive in Nottingham. We appreciate the rest of the 50% fees to be paid at the time of arrival/course start date, however if you cannot arrange this before you leave home, we will accept payments in 2 further instalments.

Sponsors

If your employer, government or other professional body sponsors your study, we will require a letter from them confirming the following details

- your name and course
- The amount of fees they will be paying (for example, 100%)
- the contact name, company name, telephone number and address where the invoice should be sent

Please note that student sponsor invoices will be payable in full within 30 days of receipt of invoice. **If your sponsor does not make payment, you will be personally liable to pay the full amount of tuition fees.**

Refunds

If you are refused a visa, you are entitled to the refund of your paid deposit / course fees minus an £150 admin fee. There is no refund for deposit in any other circumstances. There is no refund if your visa has been refused on the grounds of forgery, deceit, fraud or deception. The CAS fee is paid to UKBA and is non-refundable in any circumstances.

Immigration

Students from outside the European Union (EU) will need to meet British immigration requirements. All students who wish to remain in the UK for more than six months must obtain entry clearance (sometimes called 'a visa') before leaving home. The visa should be granted for the length of your course.

All information regarding the cost of this along with renewal Visa costs for studying in the UKBA website which is updated on a regular basis. Do not buy your travel tickets before you have all the required documents for entry.

Do not come to the UK as a 'visitor'. 'Visitors' are not allowed to extend their permission to be in the UK as students. 'Visitors' are also prohibited from studying in the UK.

Information and advice can be obtained from the UK Council for International

Student Affairs www.ukcisa.org.uk or UK Border Agency at www.ukvisas.gov.uk/en/



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You're Application

You must ensure you apply to come to the UK as a student. To obtain your entry clearance you will need several documents including an acceptance letter from Anglo Skills College (ASC) and evidence that you are able to meet the cost of your course and the cost of living in the United Kingdom, including accommodation costs.

Healthcare and Medical Insurance

Emergency healthcare in the UK is generally free to all international students. Non-EU students who are in the UK for less than six months will have to pay for non-emergency treatment. If you are in the UK for less than six months, you must have your own medical insurance from your own country or on arrival. If you are in the UK for more than six months, you can register with a doctor when you arrive.

If you are a national of a TB- endemic country it would be advisable that you contact your local British Embassy or British High Commission as nationals from certain countries now have to undergo TB screening before applying for entry clearance/a student visa.

Studying for less than Six Months

If you are coming to study for six months or less, you can choose to come to the UK on a student visitor visa rather than a student visa. However, we still recommend that you still apply for a student visa as there are more restrictions on 'student visitors':

'Student visitors' are not allowed to do any work (even as part of a course) and are not allowed to apply to spend more time in the UK (even if your studies are extended).

Entry Clearance/Student Visa

You will need:

- A letter from Anglo Skills College (ASC) stating that you have been offered and accepted a place of study on a full-time course with us (unconditional offer)
- A letter from your sponsors and three months of bank statements as proof of sufficient funds without needing to work (or engage in business or claim 'public funds') to pay for your course fees; and the accommodation and maintenance of yourself (and your spouse and children if they come with you)
- Evidence from your bank of sufficient funds if you are funding yourself.

You must also:

- intend to leave the UK at the end of your studies; and
- have been offered a place of study at an institution included on the Department for Innovation, Universities and Skills' Register of Education and Training Providers. ASC is included on this list.

Applying for Entry Clearance

- Visit www.ukvisas.gov.uk, click on 'how to apply' and then 'UK missions overseas' to find the relevant diplomatic post.
- Look at the post's website or telephone/email to find out the procedure for applying for entry clearance at this post.
- Download the VAF3 form or request a copy from the mission post.



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- Complete and submit the form, plus all documentary evidence as required by the individual mission post.

Supporting Documents

For your further information the UKBA website is updated according to the new rules and regulations. Please visit the website for up to date information.

You should include all the documents you can to show that you qualify for entry to the UK as a student. If you do not, your application may be refused.

As a guide, you should include:

- Any relevant diplomas or educational certificates;
- a letter from the College confirming that you have been accepted on a course of study and/or a period of research in the UK, plus a statement of charges for the course
- Evidence of government sponsorship (if appropriate);
- Bank statements, pay slips or other evidence to show that you can pay for your stay and your course of studies in the UK; and
- if you are being privately sponsored, a letter from your sponsor giving details of how they will support you during your studies, and evidence that they can do so.

Changing Programme of Study

Students must currently notify the Home Office of any changes in their study programme. I.e. if you change institution or stop studying. The Home Office also asks colleges for information on specific students.

As of 2008/09, educational institutions will by law have to inform the Home Office if a student changes institution or does not attend their course.

English Language

If you feel that an improvement in your English level would help you to get better marks in your main course of study, we offer support in English Language. This will be arranged when you arrive in the UK. To start your academic course you need to have a minimum of IELTS 5.5 and above.

When to Arrive

We will be sending you details of the induction programme and the start date of your course. Please time your arrival so you can attend an induction session which will help you settle in effectively. We will also provide you with key information relating to various areas such as opening a bank account and getting a National Insurance number (for work purposes).

Please let us know when you plan to arrive by informing the Administration Office at admin@angoskillscollege.co.uk. Alternatively, you can fax us the printed arrival information form. It is very important that you provide your travel information – even if you do not think you will need help on arrival – as this will help us to ensure all new students get the right support when they need it.

Clothing



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To enjoy England fully it is best to come prepared for variations in temperature from day to day. We recommend that you bring clothing for both warm and cool weather. Dressing in layers is a good tip, as it creates added warmth but also allows the flexibility to remove clothing when the temperature rises or when going inside to a heated classroom.

Electrical Items

If you are planning to bring electrical items into the UK, please bear in mind that the electrical voltage in the UK is 240V 50Hz. Electrical sockets use 3-pins. An adapter should be purchased in your own country. Most large stores and airports sell adapters.

Arrival in the UK

Take special care of your passport, travel documents and tickets and keep them with you in a safe place. Before you travel, take a photocopy of all the pages of your passport that show your details (name, photograph, passport number and its date and place of issue) and all the pages that have any entry clearances or immigration stamps on them and pack this separately from your passport. If you do lose your passport contact the police and your Embassy immediately and give them your passport details.

We strongly advise against carrying large amounts of cash with you. Just bring enough to cover your immediate needs (about £250). Bring a credit card, if you have one, to pay for things such as rail tickets and hotel bills. If possible, your cash should include some coins so that you can use public telephones and ticket machines, and some small denomination bank notes (£5 and £10). Carry cash, credit cards and traveler's cheques in a safe place, such as an inside pocket, a money belt or a zipped bag.

Keep the telephone number of the College handy, in case you need to call for advice or tell them about a change in your plans.

Label your luggage clearly so that it can be forwarded to you if it gets separated from you during the journey. If you do lose your luggage, report the loss immediately to officials of the airline or shipping line.

Registering your Stay

Some international students are required to register their stay with the police within seven days of their arrival. The stamp in your passport will tell you whether or not you should register.

If yours does not and you need to register, you should take a letter from the College confirming that you are studying here, what course you are studying, proof of address, your passport, two photographs and registration fee to a local police station. Details of fees can be found from your local Police Station.

In an emergency

In an emergency where there is a danger to life or a crime is in progress you can contact the police, fire brigade or ambulance by dialing 999 from any telephone. This call is free of charge but should be used only in an emergency.

Laws in the UK

The laws in the UK may be different from those in your home country.

- You must not carry drugs with you of any kind (unless prescribed by a doctor), or use any illegal drugs, including cannabis, ecstasy, LSD or amphetamines.
- It is illegal to carry any sort of weapon including knives, self-defense CS gas sprays, guns or stun guns.
- You must be 16 and over to buy tobacco. You must be 18 and over to buy alcohol.
- Never buy property that you think might be stolen, no matter how tempting the bargain.



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Banking/Accounts

If you're going to be studying in the UK for a while, you'll need to open a bank account. You should do this as soon as possible, ideally with a bank nearby. Many banks offer special student facilities and have financial advisers to help you organize your account.

When you open your international student bank account you will need:

- your passport
- a letter of acceptance from your place of study
- proof of your address at home and in the UK
- Reference and statements from your home bank.

Most banks in the UK are open from 9am to 4pm Monday to Friday, with some open on Saturday mornings. If you have a cash card for your account you can use a cash machine 24 hours a day, 7 days a week. Many banks in the UK also offer on-line banking which you may prefer to use.

Payment methods – How can you pay your fees?

- **Credit card** – We accept all credit cards issued by UK banks. However, if your card is issued by a bank outside the UK, we only accept **MasterCard** or **Visa**. We will need you to tell us or email us your card details:
 - The long number across your card
 - Valid from date (if applicable)
 - Expiry date
 - Cardholder name as shown on the card
 - Issue number (if applicable)
 - The postcode that your card is registered to
 - Security code – the last 3 digits on the signature stripe at the back of your card
- **Debit card** – We only accept debit cards issued by UK banks. We will still need you to give us the above details.
- **Bank transfer** – When you go to your local bank to transfer your payment to the College's account, don't forget to bring our bank account details with you which you can get from the administration Office

Please email us the sender's name, your bank's name and location, any reference you may have when you have made the transfer. We would be very grateful if you could scan the bank confirmation sheet and email it to admin@angoskillscollege.co.uk. This will help our Finance department to track your payment in our bank account. We can only issue CAS numbers when Finance is certain that your payment has reached our account.

Notifying us when you have made a bank payment is very important. We would not automatically know that you have transferred money to our account unless you tell us. Not knowing about your bank payment could mean your application will be sitting there and you will not receive any confirmation of acceptance.

Managing your international student bank account

It is important not to overspend on your account, as your bank will charge you if you go overdrawn. If you think you need more money than you have in your account, speak to your bank's student adviser about arranging an overdraft. For extending of student visas you have to maintain your account according to the guidance of the UK Border Agency. For more details please visit the following website: <http://www.ukba.homeoffice.gov.uk>

Advice and Counseling Service

The Advice and Counselling Service provides free and confidential services of support in Three areas:

- Advice and guidance for students
- Counselling
- Advice and Support for disabled and dyslexic students

The Service is the first port of call when discussing various issues both during and before your arrival in the UK.



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Before you travel to the UK

If you are undergoing medical treatment, have pre-existing serious health issues before you travel, or if you are registered as disabled, we advise you to bring your current prescriptions and a doctor's report (translated into English). This is to ensure you can get the help you need while in the UK.

Your documents should give details of your condition, all treatment and medication you require, plus any assistance you will need while you study in the UK.

When you arrive for UK study, you may be asked to produce health certificates detailing your vaccinations. If you are coming from a tuberculosis (TB) high-risk area, a chest x-ray report may also be required. It's a good idea to carry these documents in your hand luggage, as you may have to show them before passing through UK immigration.

Ask the British Embassy or High Commission in your home country what inoculations you need to be admitted to study in the UK. To find your nearest office visit the [FCO \(Foreign and Commonwealth Office\) website](#).

Health services for UK international students

You may be entitled to free or subsidized treatment in the UK under the National Health Service (NHS). Your UK course needs to be at least six months in duration to be eligible, although free emergency treatment may be available if you are here for less time.

If you're a national or resident of an EEA (European Economic Area) country, you will receive these benefits regardless of how long your UK course is.

To find out if you are entitled to NHS services in the UK visit the [Department of Health website](#).

If you are not entitled to NHS treatment you should take out international student health insurance before you leave home or as soon as you arrive to study in the UK.

Keeping healthy while you study in the UK

You can keep healthy in the UK the same way you do at home:

- eat nutritious foods (so lots of fruit and veg!)
- exercise regularly (not just turning pages of your books or surfing the web!)
- get enough sleep (as we say in the UK, "early to bed and early to rise, makes someone healthy, wealthy and wise!")

While you're meeting so many new people as an international student you may be more likely to catch colds and fevers, so take plenty of vitamin C. Herbal supplements such as Echinacea which you can buy from Health shops, are also a safe and effective immune system booster. Of course, exercise always helps to strengthen your immune system, so why not join a college gym or sports team? You can meet new people at the same time as keeping fit.

Remedies for minor illnesses such as headaches and colds are available from high street chemists, most supermarkets and some other shops. They are available without a doctor's prescription. If you are not sure what medication to take, rather than visiting your doctor, you can get advice from a qualified pharmacist at any chemist.

Accommodation



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We can help our students to find accommodation. This section will tell you what types of accommodation are popular with international students and how we can help you find a place to live.

Private halls of residence (in student halls or hostels, catered or self-catering) are normally run by private companies. Some of them are located in Nottingham city centre within a walking distance from the College. Their websites will tell you how to apply, terms and conditions etc. We can help you to find information about halls of residence, or introduce you to the providers. It is your decision if you would like to enter into an agreement with them. We strongly suggest bookings should only be made **after** visa confirmation.

Rooms in shared houses are rented to adult students individually or in groups of usually four or more by local home owners. There may be less direct contact with English speakers and students will be self-catering. Private home accommodation is not suitable for under-18s. You will share bathrooms, kitchens and living areas with other tenants. Your contract will be with the property owner.

Planning your budget for UK study

It's not just course fees you need to think about. You need money for utility bills, council tax, food, books, equipment and, of course, a social life. We've put together some tips to help you manage your money.

It's also important to do your own budget planning for life as an international student in the UK. Managing your money is easier when you know about the essential things to spend it on.

Utility bills for international students

If you share accommodation with other students in the UK, you will probably have to split the cost of utility bills. UK prices for gas, electricity and water will vary depending on your provider and the UK region you live in. As a rough guide, these were the average prices per house in 2009, but remember that you will be sharing these utility costs with your housemates:

- Gas - £857
- Electricity - £514
- Water - £320

Source: [What Price website](#)

The best way to manage your money is to set up Direct Debits to pay your bills, as you will usually be offered a discounted rate. Money will be taken out of your bank account automatically on a fixed date each month. The amount and date are usually decided by your utility provider, although some will allow you to choose yourself.

As an international student in the UK, you have the same options as anyone else to pay your utility bills. These include setting up payment plans with utility providers, or purchasing pre-payment cards that you insert into your gas and electricity meters. It can be easier to budget plan with these cards, but you will often pay a higher rate. You can compare utility prices from different UK providers on the [Uswitch website](#).

International student household costs in the UK

If you are over 18 and come to live and study in the UK, you may have to pay Council Tax. This is a charge for local community services such as police, fire brigade, refuse collection, street lighting and leisure facilities. The exact amount varies depending on the UK region you live in.

If you share UK accommodation with other students or live in halls of residence you should not have to pay. To find out more about Council Tax visit the [Citizens Advice Bureau website](#).

If you own a TV in the UK you must pay an annual TV Licence of around £140. One licence will cover all



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televisions in a private shared student house or flat, so you can split the cost with your housemates. More information is available on the [TV Licensing website](#).

Buying equipment for your UK education

When you begin your UK education, your place of study will provide a list of recommended books and equipment. Check what is essential for your course or degree, as study materials can be expensive. Many will be available second-hand, so look on campus notice boards or check out auction websites such as [Ebay](#).

Shopping and groceries on a student budget

Before you travel to the UK, visit UK supermarket and department store websites like [Tesco](#) and [Debenhams](#). This will help you find out what goods are available in the UK and how much they cost. You can also use these websites for online shopping when you begin studying in the UK.

It is usually cheaper to buy food in bulk at large supermarkets in the UK. Many also sell high quality clothing, household goods and electrical equipment. However, you should also try the local shops near your place of study to get a taste of traditional UK culture.

Most UK towns and cities have outdoor markets, which are good for fresh food and cut-price clothing. Cheap clothes, books and music can also be found in the UK's many charity shops. Sales take place at many different times of the year in the UK, and some places such as coffee shops offer loyalty cards for regular customers which can – over time – save you money.

Your First Week at Anglo Skills College

We can run an induction programme to help new students settle in. The programme will take care of a few important things so that you can live and study in Nottingham with peace of mind.

Find your way around: Travel between the College and your accommodation might be the first challenge that you will meet. Your accommodation may be a few miles away from the College, and you may need to use public transportation i.e. bus, tram or train. Don't worry, we can find all the information you need for your journey.

Registration and course induction: Once you have arrived at the College, we will help you to enrol and register on your course. If you have only paid a deposit before travelling to the UK, it is important for students to pay all the remaining balance or discuss other payment methods. After your payment, you are now a registered student at the College. We will then be able to further assist you with student ID and any confirmation letters you may need. You will be asked to do a placement test.

This will help us to identify your current level of English or subject competence, and thus put you in the right class. We will confirm your timetable, and let you know the time of your first class.

Opening a bank account: Having a UK bank account makes it easier to manage your finances. Your bank will also provide documentary evidence on your financial status when needed. Application for a bank account is

normally required, and it takes around 10 working days for the bank to process your application. When your application has been approved, you will receive your account details and bank cards consecutively. Don't worry if you have no idea how to make an application, our staff can help you through the application process.

Get to know your teachers and classmates: We expect our students to start their course in the first week. Soon after your registration, you will be assigned to a teacher, who will be teaching your class and also monitoring your progress. Our students come from different countries all over the world. It is a good opportunity for you to meet people from different cultures and make some friends. You may find their experiences of settling in Nottingham valuable and helpful.

Pre-arrival Checklists:



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Use these checklists so you won't forget anything!

When you apply for our courses

- Have you emailed us your full name, gender, date of birth, address, contact number, nationality, intended course, start date, finish date and copy of your passport?
- Have you returned the completed enrolment form? The form can be downloaded at: <http://www.angoskillscollege.co.uk>
- Have you sent us the payment of your course fees, or a deposit?
- Have you notified us of your payment of fees or deposit, and given us the details of the transaction?

After you have received your CAS number

- Ensure you have adequate funds to cover tuition fees and the cost of your stay in the UK
- Apply for a visa/entry clearance (non-EU students only)

Before you leave

- Do you need to book accommodation?
- Arrange your travel and book tickets
- Send us your arrival details by email: admin@angoskillscollege.co.uk
- Book hotel accommodation if you are arriving without accommodation being booked in advance
- Check whether you need permission to transfer money to the UK
- Have you paid all your tuition fees by bank transfer? Or have you ordered traveller's cheques or banker's drafts in order to pay on arrival
- Weigh your baggage to check it is within your baggage allowance

What to bring in your hand luggage

You can bring this page with you when you travel.

- your passport and visa
- Documentary evidence of your finances
- Medication and details of medical conditions
- Details and policies for any insurance you have arranged
- Enough money in sterling and traveller's cheques for your first few weeks
- Airport Pick-Up instructions if you have booked the service
- Useful contact numbers
- Make photocopies of your passport, visa, traveller's cheques and pack them separately to the originals

Meet and greet' arrangements

When you arrive in Nottingham, a College representative will meet you, provided you have informed us of your date and time of arrival. We will be in the main arrivals area at the platform of the train station or coach station. All UK airports have transport links with national train stations and coach stations so all information regarding booking can be managed through the following websites: <http://www.nationalrail.co.uk/> and nationalexpress.com/coach

We will hold up a card showing your name and Anglo Skills College, and will take you to your accommodation. Please ensure that you have your accommodation details with you.

If, for any reason, a member of staff is not there to meet you, or you have not informed us of your date and time of arrival and you arrive between 9:00am and 5:00pm, contact the Student Advice Team at Anglo Skills College on any of the following numbers:

Administration office 0115 948 3339

Alternatively, please phone a taxi to collect you. Local taxi firms include:

- Nottingham Cars 0115 9700700



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- Trent Cars 0115 9505050
- DG Cars 0115 9607607

Finally, **have a safe journey to the UK** - and we very much look forward to welcoming you to Anglo Skills College Nottingham.

Admissions Office
Anglo Skills College