On Your Arrival
Local Banks

All students will need a UK bank account to receive and make payments. Some banks allow you to open a bank account in the UK whilst you are in your home country. You should consult individual bank websites to see which products best meet your banking needs or visit the British Banking Association website which provides advice about bank accounts in the UK: www.bba.org.uk. The following are the main UK banks:

Barclays  www.barclays.com
Halifax  www.halifax.co.uk
HSBC  www.hsbc.co.uk
Lloyds  www.lloydsbank.com
NatWest  www.natwest.com
RBS  www.rbs.co.uk
Santander  www.santander.co.uk
TSB  www.tsb.co.uk

The following is a checklist of what is usually required to open a UK bank account, however, requirements can vary from bank to bank:

1. Passport, OR current valid European Union National ID card, which should contain a photograph of you and your signature.

2. Your offer letter or letter of introduction from Newcastle University* confirming you are in full time Higher Education and showing your home address overseas.

Please note, if the letter does not feature your overseas address, you must also bring one of the following, making sure that it states your name and overseas address in English:

- original credit card or bank statement (no older than 3 months)
- national ID card

3. Confirmation of your UK address (your accommodation contract)

* During the Arrival, Welcome and Registration period the University you can request a bank introduction letter from the registration venue. Outside of this period you will need to go to Student Services, King’s Gate.

Pay your tuition fees
(International and self-financing postgraduate students only)

If you have not already paid your fees online, you will need to visit our Finance Office to pay in person. During the Arrival, Welcome and Registration period the Finance Office will be located in the registration venue. Outside of this period you will need to go to Student Services, King’s Gate. Further information about paying your fees is available in Registering for your Studies on page 18 of this booklet.

Please ensure that you bring your University offer letter with you as Finance Office staff will need this to locate your record on our system.
Complete your registration by Confirming your Identity, Immigration Status and Collect your University Smartcard

All students are issued with a University Smartcard. You will need this to access the University Libraries, Sports Centre and other University facilities. Further information is available at: www.ncl.ac.uk/itservice/smartcards

You must collect your card as soon as possible after you arrive in Newcastle as you are only provisionally registered until you do so. If you are due to receive a student loan, this will only be paid once we have confirmed your attendance to the Student Loan Company. We will do this as soon as you have been issued with a Smartcard.

Smartcards for new students are issued as part of the main Arrival, Welcome and Registration period. Outside of this period UK/EU students can collect their card from Robinson or Walton libraries. International students will need to go to Student Services, King’s Gate.

To get your Smartcard you must have registered online via the Student Self Service Portal (S3P) and have the following documents with you when you get to the issuing stations:

- Your registration document print out from the S3P system
- Photographic proof of identity if you are a UK/EU student
- Passport and visa if you are an international student (some International students will be required to collect a biometric residence permit form a local post office when they arrive. Please refer to your visa decision letter for further information and see details on our website at www.ncl.ac.uk/students/progress/visa/BRP/BRP.htm)

You cannot be issued with a Smartcard unless you have the above items with you. Your Smartcard will be your University identification during your studies and we will take a digital photograph (you do not need to bring any photographs with you). Your Smartcard will show your photograph, full name and card expiry date. Once you have your Smartcard you will need to keep it for the duration of your studies as you will need it to access buildings, rooms and facilities on campus as well as record your attendance. If you lose your Smartcard you will be charged £10 for a replacement card.
International students should note that due to Home Office visa regulations as part of the annual ID checking process we will be taking a scanned copy of your passport and visa which will be saved on your electronic student record.

**Register with a Doctor**

You should register with a local doctor as soon as possible when you arrive in Newcastle. During University registration/ Freshers’ week, staff will be on hand to help with this process.

**Details of Event**

**Dates:** 19th to 27th of September 2017, inclusive

**Times:** 9am to 5pm

**Venue:** Ford Room, Hadrian Building

If you are unable to attend this event you can find details of how to register with a doctor and a dentist at [www.ncl.ac.uk/students/wellbeing/medical/](http://www.ncl.ac.uk/students/wellbeing/medical/)

**Council Tax**

Most students are entitled to some form of exemption or discount, but this depends on individual circumstances. If you are exempt from paying Council Tax you will need to submit a Student Exemption application form to your local council as well as a Student Certificate providing details about your course.

If you are living within the Newcastle City Council area you can complete an online exemption/discount form at: [http://newcastleccas.firmstep.com.popup.aspx/RenderForm/?F.Name=ZxaoSGrp2Kn](http://newcastleccas.firmstep.com.popup.aspx/RenderForm/?F.Name=ZxaoSGrp2Kn)

Contact Newcastle City Council - Tel:+44 (0) 191 278 7878 or online enquiry form: [http://newcastleccas.firmstep.com/default.aspx/RenderForm/?F.Name=U316c3FCBLW](http://newcastleccas.firmstep.com/default.aspx/RenderForm/?F.Name=U316c3FCBLW)

More information on Council Tax is available at: [www.ncl.ac.uk/students/wellbeing/finance/advice/counciltax.htm](http://www.ncl.ac.uk/students/wellbeing/finance/advice/counciltax.htm)

**Sit the English Language Assessment**

Under University Regulations all new students whose native language is not English must sit the University English Language Assessment (UELA). If this applies to you, it will be shown on the ‘Registration Status’ screen on S3P when you register (Registering for your Studies, registration step 4 on page 21).

Information about exemptions, locations, dates and times of the assessments are available at [www.ncl.ac.uk/students/insessional/uela](http://www.ncl.ac.uk/students/insessional/uela)

You do not have to pass the UELA, the assessment helps the University support
you with additional English Language classes, if required, during your studies. Further information is available in the ‘Support through your studies’, English Language Support section on page 44 of this booklet. Full details of the classes are available at www.ncl.ac.uk/students/insessional/english/

Register with the Police

Many international students MUST register with the Overseas Visitors section of the Police soon after they arrive in the UK. Please read the decision letter that you received when you were granted your visa or look at your visa in your passport to see if this applies to you. If you are required to register with the Police you will be able to get help and support in making the arrangements once you arrive. This information will be available during the International and EU Welcome event and from the Visa Team at Newcastle University. www.ncl.ac.uk/students/progress/visa/police.htm

Welcome and Induction Programmes

Your School/Institute welcome and induction

All students will have specific welcome and induction sessions organised for them by their School/Institute. Details will be sent separately by your School/ Institute, or will be explained when you arrive. School/Institute and Faculty induction information will also be available at: www.ncl.ac.uk/pre-arrival/welcome/. Contact details for each School/Institute, Research Student Support Team (Faculty of Humanities and Social Sciences and Faculty of Science, Agriculture and Engineering) and the Faculty of Medical Sciences Graduate School are available at the back of this booklet.

First Year Induction: “Respect”

The University prides itself in showing respect for others. These sessions are compulsory for all new undergraduate students to attend. Your school will have them scheduled as part of the Welcome week. You should note that the session will include reference to sensitive issues such as sexual violence including imagery that some people may find distressing. We expect all students to attend unless you have a compelling reason to be excused.

Postgraduate Research Inductions

Postgraduate Research students will have additional Faculty level welcome and induction sessions. Full details will be sent to you closer to the time and key dates are listed opposite.
Humanities & Social Sciences: 28th September 2017, Doctoral Training Suite, Daysh Building

Science Agriculture & Engineering: 10th October 2017, Lindisfarne Room, Hadrian Building

Medical Sciences: Monday 2nd October 2017, 10.00-11.00 MED L2.8, followed by Research Student Reception 16.00-18.00 David Shaw Lecture Theatre

In addition to these sessions Medical Sciences also have a more practical-focused induction workshop called ‘Managing your PhD/MD/MPhil’ which is mandatory for students starting their degree programmes. There are two opportunities to attend this session:

Managing your PhD/MD/MPhil: Tuesday 3rd October 2017, 13.00-15.00 RIDB2.1.63

Managing your PhD/MD/MPhil: Tuesday 10th October 2017, 14.00-16.00 RIDB2.1.63

The first of these (3rd October) is the most appropriate for students who are new to Newcastle but if they miss it they can attend on 10th October instead.

International & EU Welcome

All new international and EU students are invited to take part in the University’s International and EU Welcome which starts on 19th September. This event consists of:

- A free airport pick-up service (19th –21st September)
- Welcome Desk at Newcastle Airport (18th – 22nd September)
- Free information sessions (20th – 22nd September)
- Social Programme called ‘Early Arrivals’ during International Welcome
- An optional social programme for ALL students called ‘Freshers’ Week’ (24th September). Tickets for this are available from the Students’ Union Reception, in advance via the NUSU website or by contacting freshers.week@ncl.ac.uk.

Further events will be added so check our website (www.ncl.ac.uk/pre-arrival/international/welcome/) regularly for the latest information. Further information about the International and EU Welcome is also provided in the International Students’ Handbook. If you want to know more about the International and EU Welcome, please email welcome2017@ncl.ac.uk

On Your Arrival
Your personal academic timetable

Once you have completed registration, you can view your personal and programme timetables at www.ncl.ac.uk/timetable and on the University App www.ncl.ac.uk/itservice/mobile/personaltimetables. If your programme has optional modules, they will show on your timetable 24 hours after registering them with your School.

A guide on how to understand your timetable and find your teaching rooms can be found at www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf

Teaching timetables do sometimes change so you should check regularly for updates.

Freshers’ Week

Freshers’ Week is the main programme of social activities during The Arrival, Welcome and Registration period, and is run by the Student Union, some social events may also be offered by your School/Institute or Halls of Residence.

The Freshers’ Week programme is designed to introduce you to the University and all that the City of Newcastle has to offer; it helps you to make friends with other new students and adapt to your new surroundings. The events commence on Sunday 24th September and run until Friday 29th September 2017. Participation in Freshers’ Week is optional and to take part you will need to purchase a wristband. We also have separate events on during the first 3 weeks of term for Postgraduate students.

If you choose to attend Freshers’ Week you should ensure that you attend all of the compulsory induction events ran by your School/Institute. All daytime activities are offered a number of times and there are always activities later in the day to allow all students to attend lectures and still access the activities they wish to get involved in.

For further details about Freshers’ Week and to purchase your wristband visit www.nusu.co.uk/freshers

On Your Arrival