Schengen workshops

You may wish to use the time during the Easter holidays to travel abroad. If you will be travelling to other countries in Europe, you may need to apply for a Schengen Visa first. We will be running two workshops to provide further information and advice about this visa and what to do if you need to apply. You do not need to book, just come along to one of the following sessions:

Wednesday 4th February, 1-2pm, Room G.13, Percy Building

Wednesday 11th February, 1-2pm, Rom LT5, King George VI Building

You can also find more information about visas for travelling in Europe here: [http://bit.ly/1D8LqKM](http://bit.ly/1D8LqKM)

Finding an Immigration adviser

You may find that for whatever reason you don’t want to use the services offered by the Visa Team. If this is the case then please ensure you use an OISC regulated immigration adviser. These advisers have to follow a code of conduct and you can be confident that you aren’t going to be given wrong advice or be over charged.

You can find a regulated immigration adviser on the Home Office website at [http://bit.ly/1xRiLoE](http://bit.ly/1xRiLoE). If the adviser you are using isn’t on this list then please find another who is.

Of course we would much rather that you come and use the Visa Team instead! We are all authorised to provide you with immigration advice and services to help you during your time at Newcastle University. We provide drop in services, appointments for visa renewals, workshops and general advice by email or telephone. What’s more it’s a service we offer without any additional fees.

Keeping your documents safe

If you are applying for a Schengen visa and wish to travel it is important that you look after yourself, and that you keep your passport and visa safe.

To help you stay safe over the holidays, follow these top tips:

- Take photocopies of your passport and visa and keep them separate from your documents
- Write down important contact details and keep them in a safe place
- Tell friends and family where you are going
- Use hotel safes where available, and do not leave your passport or visa in your suitcase
- Keep an eye on your bags and don’t leave them unattended
- Beware of pickpockets and their assistants, particularly in crowded places such as the Metro

If you do lose your documents or if they are stolen, there is some advice available on our webpages that you can follow: [http://bit.ly/11jNOi5](http://bit.ly/11jNOi5)

Visa Team INTO Drop in service

The Visa Team offer a drop in session just for INTO students every Thursday in the Learning Zone of the INTO Building.

The session runs from 12:30pm – 1:30pm to give all students a chance to ask any questions big or small with regards to their visas.

Please remember that drop in is offered to students on a first come, first served basis. On a very busy day you may have to wait so come early.