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: https://www.bba.org.uk/customers/personal-banking/.

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 Philip 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: 17th to 26th September inclusive
Times: 9am to 5pm
Venue: Boiler House

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/

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 certificate of registration providing details about your course.

You can print a copy of your certificate of registration via the student self-service portal (S3P): https://s3p.ncl.ac.uk/login/index.aspx

If you are living within the Newcastle City Council area you can complete an online exemption/discount form at: www.newcastle.gov.uk/benefits-and-council-tax/council-tax/discounts-and-exemptions/apply-for-council-tax-student-discount-or-exemption

Contact Newcastle City Council - Tel:+44 (0) 191 278 7878 or online enquiry form: https://www.newcastle.gov.uk/your-council-and-democracy/contact-council/other-ways-contact-us

More information on Council Tax is available at: www.ncl.ac.uk/students/wellbeing/finance/advice/counciltax

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 20). Information about exemptions, locations, dates and times of the
assessments are available at 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/

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: 
Wednesday 26th September 2018 and Thursday 27th September, 
Doctoral Training Suite, Daysh Building

Science Agriculture & Engineering: 
4th October 2018, Great Hall, 
Discovery Museum

Medical Sciences: Monday 1st October 2018, 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 several variations of this session:

Managing your Managing Your PhD/ MPhil for students NEW to Newcastle: 
Tuesday 2nd October 2018, 14.00-15.00 RIDB2.1.63

Managing your PhD/MPhil for former Newcastle Masters students: 
Tuesday 2nd October 2018, 14.00-15.00 RIDB2.1.55

Managing your MD: Tuesday 2nd October 2018, 14.00-15.00 RIDB2.1.46

Managing Your PhD/MPhil for part time/ staff candidates: Tuesday 9th October 2018, 15.00-16.00 RIDB2.1.43

Managing your PhD/MPhil for Applied Health students: Tuesday 9th October 2018, 15.00-16.00 RIDB2.1.44

Students should attend the session most appropriate to their circumstances but if this is not possible, they may attend one of the other dates.

International & EU Welcome

All new international and EU students are invited to take part in the University’s International Welcome which starts on 18th September. This event consists of:

- A free airport pick-up service (18th –20th September)
- Welcome Desk at Newcastle Airport (17th – 21st September)
- Free information sessions (19th – 21st September)
- Social Programme called ‘Early Arrivals’ during International Welcome
An optional social programme for ALL students called ‘Freshers’ Week’ (23rd 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 InternationalWelcome@newcastle.ac.uk

Your personal academic timetable

After registering on your programme, you can view your personal and programme timetables at www.ncl.ac.uk/timetable on the University App https://www.ncl.ac.uk/itservice/mobile/universityapp and subscribe to it on a smart device www.ncl.ac.uk/itservice/mobile/personaltimetables

If your degree programme has any optional modules, your personal or stage tutors will advise you on the best options to suit your particular academic interests, these may take a further 24 hours to display. 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 and Welcome events

NUSU run a number of welcome events for all students arriving in Newcastle. Firstly, if you are an early arrival, you can take part in the early arrivals events running from Tuesday 18th September which are aimed at internationals, local students and any other students who are on campus during this week. Freshers’ Week runs from Sunday 23rd September and is the main programme of social activities during The Arrival, Welcome and Registration period, 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 23rd September and run until Friday 30th September 2018. 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, which you sign up to separately to Freshers’ week.

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](http://www.nusu.co.uk/freshers)