University of Sussex
International Student Support

International students’ pre-arrival guide

University of Sussex
Welcome

We are delighted that you have chosen to study at the University of Sussex and congratulations on getting a place. We are looking forward to meeting you soon.

Living and studying in another country can seem a bit overwhelming at first but it’s also an amazing and exciting experience and one which we are sure you will enjoy.

We have been welcoming international students to Sussex for many years, and work in partnership with many other leading universities across the world. Our campus has a truly multicultural feel, with over 5,500 international students from 150 countries, and teaching and research staff from 50 different nations. International students make up 30 per cent of our student population.

We aim to help you settle into life here as quickly as possible and this pre-arrival guide has been written with your needs in mind. We hope it will help you prepare to leave home and travel to Sussex.

It will answer many of your questions, from what to pack in your luggage, to how to open a bank account. There is a lot of information to take in, but please do read it carefully and you may wish to print off a copy to carry with you when you travel to the UK.

Use the checklists to make sure you have done all the things you need to do so you can be as prepared as possible.

If you still have any questions after you have read this guide, please get in touch and we will be happy to help.

E international.support@sussex.ac.uk

www.sussex.ac.uk/internationalsupport

Front cover image: students enjoying the Holi celebrations on campus as part of One World Week

The International Student Support team. From left to right: Helen Quin, Joanne Chee, James Gordon, Claudine Grant, Sarah Cook, Emanuela Orsolic, Sara Dyer (not pictured: Mark Taniguchi, Julie Zhu).
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Before you leave home
Immigration matters and working in the UK

It is extremely important that you understand UK immigration processes and how they may affect you. If you prepare all of the necessary documentation in good time, you are less likely to experience problems. It is also important to find out about employment issues if you intend to get a job or volunteer while you study.

This section provides information about immigration processes and working in the UK. For more detailed information you should refer to our relevant immigration advice webpages for each topic. The links can be found within each section.

Whether you need a visa and which visa to choose depends on your personal circumstances.

If you are an EU/EEA or Swiss national you do not require a visa or permission to study in the UK. For more information, refer to page 10.

If you are a non-EU/EEA national and your course of study will last longer than six months, and if you want to work while studying in the UK, you should apply for a Tier 4 student visa.

If you are coming to study in the UK for less than six months and you do not intend to work or volunteer while studying in the UK you can apply for a short term student visa. For more information, refer to page 9.

The immigration information is correct at the time of producing this guide (May 2015) but UK immigration rules and policies are often amended at short notice. Therefore, you are advised to also check our website www.sussex.ac.uk/internationalsupport/immigration for the latest updates.

All non-EEA students are required to obtain a visa in order to enter the UK and, in most cases, you will have to get a visa before you travel. The University will not be able to accept you onto a programme of study unless you have a valid immigration status to undertake your proposed studies. The University reserves the right to withdraw the offer of admission if you cannot demonstrate that you are compliant with current visa rules, for example where a student is in the UK awaiting a visa/immigration application decision to be returned (except in the case of a Tier 4 application). If you are in any doubt, please contact the immigration advice team to discuss your case further. E immigration@sussex.ac.uk

Useful information

We have also produced a guide to completing the overseas Tier 4 online application. This will take you through the application step by step and answer most of your questions. The guide can be found at www.sussex.ac.uk/internationalsupport/immigration/applyingoutsideuk.
Tier 4 student visa

You should apply for a Tier 4 (general) student visa if you intend to work while you are in the UK, or your course will last longer than six months. To be able to travel to the UK on a Tier 4 (general) student visa, you must pass a points based assessment by scoring 40 points before you arrive. You score:

• 30 points for a Confirmation of Acceptance for Studies (CAS) from a licensed sponsor (please note that the University is a registered Tier 4 sponsor). A CAS is a unique number which is issued to you by the University and confirms that the University has permission to ‘sponsor’ your Tier 4 student application; and
• 10 points if you can show you have enough finances to cover your course fees (for the first year or in full if the course is less than a year) and monthly living expenses for up to nine months (known as maintenance).

How to apply for a Tier 4 student visa

• You must apply online (and pay the fee of £322 in local currency) unless you are from Cuba or North Korea. For more details visit: www.gov.uk/tier-4-general-visa
• As part of the online application you will need to book an appointment to give your biometrics (fingerprints and photo) at your nearest Visa Application Centre (VAC): www.gov.uk/find-a-visa-application-centre
• You will need to submit your printed application form and supporting documents either in person at your appointment or by post.

You can apply for a visa up to three months in advance of your course start date so make sure that you apply in plenty of time. Visa Application Centres get very busy prior to the start of the academic year and you may miss your course start date if you have to wait for your application to be processed.

Documents you will need

Below we list some of the main documents you will need to submit with your application. For more detailed information refer to our web pages and the Tier 4 policy guidance:

www.sussex.ac.uk/international/support/immigration/applyingoutsideuk
www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

1. CAS (Confirmation of Acceptance for Studies from University of Sussex)

   If you have confirmed your place at Sussex, we will provide you with a CAS number. This will be emailed to you when you have accepted your unconditional offer of study. We will also provide a CAS Statement for you and you will need to use the details from it when completing your online visa application

2. Documents that show you have adequate funds (maintenance) available

   For universities outside London (including Sussex) you will need to show the following amounts:

<table>
<thead>
<tr>
<th>Length of course</th>
<th>Money needed – course fees and living costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nine months or less</td>
<td>Course fees and £820 for each month of the course</td>
</tr>
<tr>
<td>More than nine months</td>
<td>First year of course fees and £7,380 to cover your first year in the UK</td>
</tr>
<tr>
<td>Any length of course but where you have ‘established presence’*</td>
<td>Course fees as detailed on your CAS and £820 per month of course up to a maximum of two months – maximum amount of £1,640</td>
</tr>
</tbody>
</table>

*If you have previously studied in the UK, you may be allowed to have a lower amount of money as you have an ‘established presence’ in the UK. You qualify for established presence if you have a Tier 4 visa which has not yet expired on the date of your new application AND if within that visa period you finished a single course which was at least six months long.
You can demonstrate that you have adequate funds in a number of ways:

2a. Money held in a bank account owned by you or your parents or guardian

You need to show evidence that this money has been in your or your parent’s or guardian’s bank account for a consecutive 28 day period before you submit your application. Your evidence needs to be less than 31 days old at the time of application. You will also need to sign a declaration stating that the funds are genuinely available for the purpose of funding your study and living costs in the UK. UK Visas and Immigration (UKVI) reserve the right to check that these funds continue to be available to you, if they have concerns regarding your ability to support yourself. You will also require additional documentation if you use a parent’s or guardian’s bank account.

2b. Official financial sponsorship or government sponsorship

Financial sponsorship is where you are given money to cover some or all of your course fees and/or living costs. The most common financial sponsors are your home government, an international organisation or your Tier 4 sponsor. Please refer to the Tier 4 policy guidance for a full definition.

2c. Money already paid to your Tier 4 sponsor (University of Sussex)

You may wish to pay some or all of your fees and University accommodation costs in advance, which reduces the total amount you need to show as part of your visa application. Details of these payments should be included on your CAS statement. If they are not, you will need to download a new CAS statement from your online application account, or request one from the relevant office if you did not apply online. A maximum of £1,020 paid to the University towards accommodation costs can be deducted from the amount of maintenance required.

You can find full details of these requirements and the acceptable formats, in paragraphs 145-194 of the Tier 4 policy guidance.

Please read these requirements very carefully as incorrect financial documentation is the most common reason for visa refusal.
Useful information

All documents must be originals and meet the UKVI Tier 4 policy guidance:
www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student

If original documents are not in English, you may need to have these officially translated. Refer to the relevant sections in the Tier 4 policy guidance for more details.

www.sussex.ac.uk/internationalsupport/immigration/applyingoutsideuk

2d. Low risk nationals

Nationals of some countries do not need to provide evidence of their qualifications or their money when they apply for a Tier 4 visa. UKVI calls this the ‘differentiation agreements’ for ‘low risk students’. You need to refer to Appendix H of the Immigration Rules, and if your country is on this list and you are applying for your visa in the country of your nationality (or from within the UK), you will not need to submit educational and financial documentation with your application. A link to Appendix H and more details can be found at

www.sussex.ac.uk/internationalsupport/immigration/applyingoutsideuk

It is very important that as a ‘low risk’ student you still obtain the evidence of your qualifications and your money, even though you do not need to send them. This is because UKVI can request this evidence as part of their decision process and they will refuse your application if you are unable to provide it within a specified timeframe.

3. Documents used by your Tier 4 sponsor when they accepted you onto the course

You will need to show your original qualification certificates or any other education documents you used to obtain your offer of a place at Sussex. Your CAS Statement will include the list of qualifications used for admission, which you will need to show when applying for your visa.

4. ATAS certificate (Academic Technology Approval Scheme)

Students who intend to study in certain science or technology-based subjects are required to obtain a clearance certificate. If this applies to you, and you are a new student, details about this UK Government scheme will be sent with your offer letter and it will be stated on your CAS Statement. In order to obtain the ATAS certificate, you will need to complete a short online application form prior to submitting a visa application (at no charge). If you are studying at Sussex on a non-Tier 4 student visa you will still need to obtain this clearance before we can register you for your course. For more information on ATAS, visit the Foreign and Commonwealth website www.gov.uk/academic-technology-approval-scheme

5. Any other documents which the Visa Application Centre in your country says that you will need

Students from some countries are required to provide a medical certificate confirming that they are clear of tuberculosis. You should check the UKVI’s website for up-to-date information on the countries that require a medical certificate as part of a visa application: www.gov.uk/tb-test-visa

You will also need extra documentation if you apply at the same time as dependants, please refer to page 9 for more details.

Many Tier 4 applicants will also be invited to an interview as part of the
visa application process. Interviews will normally take place via video-conferencing when you attend a visa application centre to give your biometric information. An interviewing officer based in the UK will ask you about your course, where you want to study and your reasons for studying in the UK.

**Immigration Health Charge**

From 6 April 2015 most students and their dependants will be charged an additional sum as part of their immigration application. This will entitle them to receive free access to the UK's National Health Service (NHS).

This sum is an annual amount (£150 per student and each dependant) and applicants will be charged the annual amount for each year of the maximum period of leave which could be granted under the immigration rules. If this period of leave includes part of a year that is six months or less, the amount payable for that part of a year is half the specified amount, i.e. £75 for students and dependants. If the period of leave includes part of a year that is more than six months, the full annual amount is payable.

Australian and New Zealand nationals are exempt from the charge. Full details on the charge and how to pay it can be found on our web pages.

**How will I be issued my visa?**

A new process has been introduced this year for issuing visas. There has been a phased introduction of these new rules over the past few months and they will apply to all countries from 31 July 2015 (please check our website for the relevant countries).

Under these new rules if you are granted a visa for longer than six months you will be issued with a 30 day short term visa which will allow you to enter the UK. Upon arrival you will then need to collect a Biometric Resident Permit (BRP) within 10 days. This BRP is your visa and is the proof of your right to stay, study and work in the UK.

The 30 day visa will start from the date you indicate on your online visa application that you want to travel to the UK. Please refer to our web info and our guide to completing the online form for details of the latest information on where to collect your BRP.

**What length of visa should you get and when can you come to the UK?**

This depends on the course dates, as detailed on your CAS. If your course is 12 months or longer, your visa should be for the length of the course, plus an additional four months. If your course is six months or longer but under 12 months, your visa should be the length of your course plus an additional two months. For pre-sessional courses, which are under six months long, your visa should be the length of your course plus one month.

Your course start date is the date given on your CAS. If you are doing a course that is six months or longer, or for a pre-sessional course that is less than six months, you will be able to come to the UK up to one month before the start date of your course. If you are doing a course that is less than six months in length (and is not a pre-sessional), you will be able to come seven days before your course start date.
Check your visa is correct (name, length, work conditions and sponsor number) as it is difficult to change it once you have left your home country. If you are successful in obtaining a visa you should still bring the documents listed above with you as you may need to show these upon entry. If you are not sure, please double check with us or the visa application centre that issued your visa.

Problems with visa applications made outside the UK

Visa refusals

If your application is refused overseas the visa application centre that dealt with your application will send you a refusal notice, usually by email. This will give the reasons for refusal and explain whether or not you have the right to request an administrative review. You should immediately email this refusal notice to immigration@sussex.ac.uk and we will advise you on the following:

- whether we think the refusal is justified. Occasionally, UKVI make errors and if this is the case it could be possible for you to request an administrative review. This is where your application would be re-checked and if UKVI agree that a mistake had been made, your visa will be granted. You would need to submit this request within 28 days of receiving your refusal notice. Please note that it can take UKVI up to 28 days to process this request so you might not receive a decision for some time
- if the refusal is correct, we will advise you on the reasons you were refused.

You have the option to submit another application but you would require a new CAS to do this. Before we can issue a new CAS we would need to see evidence that you can meet the financial requirements of the visa application (if this was the reason for refusal), so it may be necessary for you to scan and email us your financial documentation.

Late arrivals

If you are experiencing a delay in the processing of your visa and you are not going to arrive in time for the start of term, please contact the admissions office that issued your CAS to find out the latest arrival date.

- Undergraduate students: ug.applicants@sussex.ac.uk
- Taught masters students (Masters, PG Diploma): pg.applicants@sussex.ac.uk
- Research students (PhD, MPHIL): researchstudentsoffice@sussex.ac.uk
- Visiting and exchange students: international@sussex.ac.uk
- English language students: efl@sussex.ac.uk
- International Summer School: issoffice@sussex.ac.uk

The admissions office will advise whether it is possible to allow you to arrive later than the normal enrolment date. Please note that this is normally only granted in exceptional circumstances. If it is granted they will need to add a note to
your CAS explaining this which will mean that the UKVI can still process your application.

If you do not get this permission, you should not travel to the UK as you may not be allowed to enrol. Also, the University must report your non-enrolment to the UKVI, so if you attempt to travel you may be refused entry to the UK.

If you cannot arrive by the latest enrolment date, the admissions office will advise you on your options. It may be possible to defer your studies to a later date.

www.sussex.ac.uk/international-support/immigration/refusals

Can I bring my family?
You will not be able to bring your family to the UK with you as your Tier 4 dependants unless:

• you are taking a postgraduate course which lasts 12 months or more, or

• you are a government-sponsored student taking a course which lasts 6 months or more.

In order to bring children with you as Tier 4 dependants, both parents must be lawfully living in the UK, and not abroad. There are only a few exceptions to this, in cases such as where one parent has died or if you have sole responsibility for the child’s upbringing. You need to consider the impact this may have on your partner/spouse, especially if you intend to be in the UK for a long period of time. If you think that this will affect you and want further advice, please contact an immigration advisor E immigration@sussex.ac.uk

For a definition of who qualifies as a dependant and for more detailed information on the rules surrounding dependant applications, please visit: www.ukcisa.org.uk/International-Students/Preparing--planning/Visas--and-immigration/Bringing-your-family

If you are eligible to bring family members as dependants, you should visit the following website for more information on the application process: www.gov.uk/tier-4-general-visa/family-members

Also, visit our website for more information on bringing your family with you to the UK, including immigration regulations: www.sussex.ac.uk/international-support/families

If you are already studying in the UK and switching institutions
There are immigration implications if you are currently in the UK on a non-Sussex Tier 4 student visa and want to enrol at Sussex (this includes students who have been studying with the International Study Centre). Tier 4 visas are issued to study at one university or college only. Before you start your course with us, you will either need to already have, or have applied for, a new Tier 4 visa.

If you applied for your current Tier 4 student visa on or after 5 October 2009, this visa will be tied to your previous Tier 4 sponsor. Before we can enrol you at Sussex, we will need to see proof that you have made an application to UKVI using a University of Sussex CAS. In order to register with Sussex, you will need to have your UKVI online application cover sheet. We will also need to see proof that you made this application before your current visa expired, so please bring a copy of your most recent visa with you. If you submitted the application after your visa expiry date it will not be possible for us to register you.

Full details on these requirements can be found here: www.sussex.ac.uk/international-support/immigration/regissues

Useful information
Visit: www.gov.uk/study-visit-visa to find out more about coming to the UK as a short term student and for details on the documentation you will need to show on arrival in the UK.

Visit: www.sussex.ac.uk/international-support/immigration/short-term-study for more information on who can come to the UK as a short term student and other useful information.

Visit: www.sussex.ac.uk/international-support/immigration/protecting for more information on protecting your Tier 4 status when in the UK.
Monitoring and reporting responsibilities

Please be aware that as a Tier 4 sponsor, the University has a duty to keep records of your passport, visa and ID/biometric cards. Consequently, when you arrive at Sussex you will be asked to bring your passport/ID card and visa for copying. If you apply for a visa extension during your studies, the University will need to take another copy of your new visa. In addition, if you renew your passport while studying at Sussex, we are required to take another copy of your renewed passport. You must also ensure that you keep your contact details up-to-date on Sussex Direct, a personalised online resource for University information.

The University also has a duty to report to UK Visas and Immigration if:

• you fail to enrol on your course within the enrolment period
• you fail to attend a class or lecture, or submit work for a specific number of times, and the University has not agreed to your absence or non-submission of work

• you change the course you are studying or go on a work placement (or change your work placement)
• you defer, postpone or take a break from your studies for any reason
• you change to a shorter course, or you complete your studies early
• you withdraw from your studies before you have finished your course
• your Tier 4 sponsor stops being your sponsor for any other reason, for example, if you move into a different immigration category
• we have any suspicions that you are breaking the conditions of your permission to stay (for example by working more hours than you are allowed to).

Important things to remember once you have your Tier 4 visa and are in the UK

• Only study at the University of Sussex
• Attend class and submit work on time – talk with someone if there is a problem
• Check whether you need to register with the Police
• Check your work conditions
• Keep copies of your personal documents
• Keep all correspondence with UK immigration authorities
• If you have a Biometric Residence Permit (BRP) keep it up-to-date – you need to apply for a new card for any change of name, nationality, gender, significant change to your facial appearance or if card is lost or stolen
• Keep UKVI up-to-date with any change of address. You can find more information about how to do this here: www.gov.uk/change-circumstances-visa-brp/overview
• Open a UK bank account that offers paper statements by post and keep these safe – you might need them for future visa extension applications
• Do not get into trouble with the Police or commit driving offences.

Overstaying your visa is against the law in the UK and both UKVI and the University have strict policies on allowing students who overstay to remain studying.
Short-term student visa

If you definitely only want to come to the UK for less than six months, do not wish to work while you are in the UK and you are aged 18 or over then you have the option of applying for a short-term student visa. However, you cannot extend this visa or undertake employment while in the UK, so you need to be absolutely sure you will not want to stay in the UK for longer than six months. The main group of students who normally apply for this visa are visiting and exchange students studying a course of less than six months. Distance learners, English language students, International Summer School students and those resitting exams may also need to come as a short-term student. If you are a visa national, you will need to apply for this visa before coming to the UK. You can find a list of countries whose nationals are categorised as ‘visa nationals’ at: www.gov.uk/government/publications/immigration-rules-appendix-1

However, if you are a non-visa national and are intending to stay in the UK for less than six months, you are not obliged to apply for this visa before coming to the UK.

Travelling outside the UK

If you plan to travel outside of the UK after you’ve arrived, you need to consider the following:

• check that your passport is not going to expire whilst you’re away. Make sure that you apply for a new one in plenty of time, or better still, before you leave your home country to come to the UK
• take evidence with you to prove that you are a full time registered student at Sussex (a letter from the University) and recent financial documentation (eg bank statements or sponsorship letters), showing you have funds available to you
• always take photocopies of your passport and visa and keep them separate to the actual documents
• be aware that if your visa or biometric residence permit are lost or stolen outside the UK, you will usually need to obtain a new one before you can re-enter the UK. This can take a number of weeks

• you may need a visa to travel to other countries, check the embassy website of the country that you want to visit.

Schengen visas

There are agreements between a number of EU states that allow certain nationals to travel freely for up to three months between the states, as long as they obtain a visa to enter one of the countries and actually enter via that country. For more information, visit the website of the UK-based embassy of the country where you plan to spend the most time during your trip, and refer to the guidance on our website: www.sussex.ac.uk/internationalsupport/immigration/travelling

Immigration for EU/EEA nationals

The European Economic Area (EEA) consists of the following countries: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Note that Switzerland is not part of the EU or EEA but does have a bilateral agreement with the EU which provides certain rights to students.
Entry to the UK
If you are an EEA national and have been accepted onto a course of study, you are entitled to enter the UK freely and have the right of residence for the duration of your programme. You may also want to apply for a residence permit during your stay in the UK.

A residence permit is advisable but not compulsory. It will be particularly useful if:
• you intend to stay in the UK to work after your studies, or
• you are married to a non-EEA national or have non-EEA national children who wish to live with you in the UK. If you hold a residence permit, this may make it easier for them to apply for a family permit.

Residence permits are issued free of charge. Even if you do not intend to marry or work in the UK, the permit can be useful as evidence that you have the right to reside in the UK. To obtain a residence permit, you can complete the application form EEA1, available from here: www.gov.uk/eea-registration-certificate

Dependants
If your partner and children are EEA nationals they are free to join you in the UK. If they are not EEA nationals then your partner and dependent children under the age of 21 years will usually be able to join you but will need to apply for an EEA family permit from the British Embassy or High Commission where they are living.

Working in the UK
This section contains advice on employment in the UK.
There may be opportunities for you to work while you are studying, but you should be aware that competition for part-time employment is high on campus and in the local area, so you should not rely on income from employment to cover your fees and living expenses. Before undertaking any employment you should satisfy yourself that your studies will not be adversely affected.

Who is allowed to work?
Most nationals of EEA member states are allowed to work without seeking permission from UKVI. Currently, the exception to this are Croatian nationals, who need to apply to UKVI for permission to work in the UK by making a CR1 application (unless they meet the criteria for exemption). For more information on how to apply, visit www.gov.uk/croatian-national

If you are an EEA student and want to check that you can work in the UK, visit the UKCISA website www.ukcisa.org.uk/International-Students/Study-work-more/Working-during-your-studies/EEA-and-Swiss-students-working-while-studying

Most students who come from non-EEA countries are allowed to work, unless you have a short term student visa. However, you must ensure that your permit has a ‘restriction’ on working and not a ‘prohibition’. If your stamp has a
Before you leave home

Immigration matters and working in the UK

‘restriction’ it means you can work but only under the following conditions:

• your Tier 4 visa should say how many hours you can work in term-time. If you are allowed to work for 20 hours during term-time, the following words would be on your visa ‘work 20 hours maximum in term time’

• only undergraduate students can work full-time in vacations. Postgraduate taught students can’t work full-time until their course has officially ended. Postgraduate Research students can’t start working more than 20 hours until they have no further academic commitments. You can find out full details here: www.sussex.ac.uk/internationalsupport/working/workingduringstudies

• you do not engage in business, self-employment, including freelance work, or provide services as a professional sportsperson or entertainer

• you do not pursue a career by filling a permanent full-time vacancy.

If your visa has a ‘prohibition’, this means that you are not allowed to work.

Work placements

Some students are eligible to undertake accredited placements and summer internships while in the UK on a Tier 4 visa. For more information on this, visit: www.sussex.ac.uk/careers/gettingexperience/placements and www.sussex.ac.uk/internationalsupport/working/placements

Short-term students

If you will be studying in the UK for less than six months and want to work, you should apply to the University for a Confirmation of Acceptance for Studies (CAS) and then apply for Tier 4 General student entry clearance at the British Embassy or High Commission in your country before travelling to the UK. Note that in some cases the University will not issue a CAS. If you do obtain a Tier 4 visa, this allows you to do part-time work under the conditions outlined above.

Dependants

Dependants of Tier 4 students usually have unrestricted access to the UK labour market (please note the exception that Dependents are not allowed to be a Doctor or Dentist in training).

Employer’s responsibilities

An employer has a legal responsibility to ensure that all employees are officially permitted to work for them and penalties are severe for both you and an employer should the law be broken. Therefore all employees, regardless of nationality, should expect an employer to ask to see documents that establish their right to work in the UK prior to being offered a job. Usual examples of required documents include your passport, residence permit or UK birth certificate. For more information, please visit www.ukcisa.org.uk/International-Students/Study-work--more/Working-during-your-studies and www.sussex.ac.uk/internationalsupport/working/workingduringstudies

Working in the UK after the completion of your studies

We recommend that you read the UKCISA guidance notes on working after completion of your studies for the latest detailed information at www.ukcisa.org.uk/International-Students/The-next-stage/Working-after-your-studies and www.sussex.ac.uk/internationalsupport/working/workingafterstudies
After you have an offer of employment, you will need to obtain a National Insurance number from the Department for Work and Pensions. For an appointment, visit the Jobcentre Plus at 30-35 Edward Street, Brighton or call T +44 (0)845 604 3719. They will tell you what documentation you will need to bring to your appointment.

The Careers and Employability Centre (CEC) can help you if you are looking for part-time and vacation work while studying at Sussex. You can access part-time jobs, work experience, professional placements and graduate vacancies via the careers website at www.sussex.ac.uk/careers

CEC do not operate like an employment agency (and cannot place you in a job) but there is a lot of support on offer to enable you to be effective in your job search in the UK. Alongside the International Student Support team, the Careers and Employability Centre will help you to make sense of the regulations about working in the UK during and after your studies. They provide advice and guidance on the employment-selection process, particularly how to present yourself effectively to employers during the application and interview stages.

Finding part-time work in Brighton can be competitive and it may take you some time to find work; you therefore need to be flexible about what you are willing to do. Brighton attracts lots of visitors, and many jobs are in tourism; there is also a large creative and digital media sector. CEC advertise jobs on campus, however most jobs will be in Brighton or the local area. The Careers and Employability Centre also runs employer recruitment presentations, skills development sessions, recruitment fairs and workshops for students who have questions about working in the UK while studying. Careers and Employability Advisers are available daily for one-to-one discussions, or you can talk to the friendly information staff.

The Careers and Employability Centre is based in the Library.

T 01273 678429
F 01273 678846
E careers@sussex.ac.uk

www.sussex.ac.uk/careers
www.sussex.ac.uk/careers/aboutus/internationalstudents
Budgeting for life in the UK

It is very important that you ensure you have enough money to cover the duration of your course at Sussex. The University will not be able to help if you register without sufficient funding. Be prepared for changes in the rate of inflation and the exchange rate, which can seriously affect your financial position. Please read our advice below to help you budget in preparation for living and studying in the UK.

In addition to your tuition fees, which cover registration, tuition and examinations, you will need to budget for:

- accommodation costs
- living costs (e.g., food, telephone bills)
- study costs (e.g., books, IT essentials)
- travel and visa costs
- childcare costs (if applicable)
- extras (there are always some).

How much money will I need for accommodation and living costs?
It is difficult to estimate accurately how much it will cost you to live in the UK because this will depend on your lifestyle and the subject you study (for some subjects you may need to buy special equipment or go on field trips away from Sussex). However, to give you an indication of the amount you will need, we estimate that to cover the cost of accommodation and other basic living expenses, a single self-supporting student (with no children) should budget for at least £855 and £1,209 each month for the full academic year 2015/2016, in addition to tuition fees. The cost of insurance, telephone calls, and travel home will vary.

If you require a visa to study in the UK, you will need to show you have enough money to meet the maintenance requirements set by UK Visas and Immigration. Note that actual living costs are likely to be higher than this amount.
The table below shows a very generalised breakdown of how your living expenses might be allocated on a monthly basis. This figure is for guidance only. The cost of University-managed accommodation varies (en-suite accommodation with your own shower and toilet will cost considerably more than a shared room). For more details about accommodation costs, visit the Residential Services website at www.sussex.ac.uk/residentialservices/residences

<table>
<thead>
<tr>
<th>Key living costs per week</th>
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<tr>
<td>Rent on campus*</td>
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<tr>
<td>Mobile phone</td>
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<tr>
<td>Food and household goods</td>
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<tr>
<td>Laundry</td>
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<tr>
<td>Local travel (based on a 90-day bus pass)</td>
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<tr>
<td>Insurance (personal)</td>
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<tr>
<td>Books and equipment</td>
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<tr>
<td>Clothing</td>
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<tr>
<td>Leisure/entertainment</td>
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<td><strong>Total</strong></td>
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*This is the range of rents for the academic year 2015/16 and may change in future academic years. This table includes the cost of a shared room but excludes studios and family flats. Note that rent in the private sector does not include the cost of heating and lighting (refer below for more information). We have given the costs in pounds sterling, but if you convert the amounts into your own currency you will see how much money you are likely to need to study at Sussex (in addition to tuition fees).

If you are intending to come to the UK with a partner and/or children, your living expenses will be significantly higher, and you must ensure that you have made adequate financial arrangements. For visa purposes, you will need to show that you have £460 per dependant for each month that the dependent will be allowed to stay in the UK (up to a maximum of £4,140).

Everyday costs
Living in the UK can be expensive but there is lots of information and guidance available to help you plan and manage your money. Everyday costs you are likely to incur include the following:

Food
Food costs will vary depending on taste and dietary needs, but will account for a significant part of your budget. Before you travel to the UK, visit UK supermarket and department stores online to 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. You can also compare prices at www.mysupermarket.co.uk Supermarkets often have “own brand” labels which are cheaper than more recognised brands. You could also explore local markets or buy essential items in bulk as it works out cheaper. Many larger supermarkets stock a wide range of products imported from overseas and food meeting religious requirements, for example Halal. There are also many specialist food stores in the Brighton & Hove area where you will be able to find the foods you are used to eating at home. Please note, however, that prices are often much higher than you will be used to.

Travel
Travelling around the UK can be expensive if you don’t plan ahead. However, there are student discount cards you can buy for national rail and
bus networks, and locally there are various cheap ticket options available to students. For budget travel advice visit www.sussex.ac.uk/studentlifecentre/funding/budgeting/budgettravel

Walking and cycling saves you money and keeps you fit so you may want to consider buying a second hand bike and good quality lock. The Students’ Union runs a bike hire scheme. For further details visit www.sussexstudent.com/recyclebikehire

Utility bills

The cost of heating and lighting is included in the rent in all University accommodation. If you live in private sector accommodation the cost of electricity, gas, water and telephone is usually not included in the rent. Shop around for the best deals regarding gas and electric suppliers. www.moneysupermarket.com or www.gocompare.com/gas-and-electricity can be helpful at comparing prices.

Textbooks and other equipment

You will need to budget for course-related costs such as textbooks, stationery and photocopying. Remember that most course books will be available from the Library on campus. It’s worth contacting your department before arrival to check what books you will be required to buy, as this can vary a lot from course to course. If you do have to buy books look on noticeboards to see if there are any you need being sold by students from the year before or you could put up notices yourself. Also check out auction websites such as eBay (www.ebay.co.uk)

Mobile phones

If you bring a mobile phone with you to the UK you might find that you’ll be charged very highly if you use it to make calls while you’re living here. For advice on getting the best mobile phone deal in the UK visit www.sussex.ac.uk/internationalsupport/livingintheuk

Internet access

Remember that as a Sussex student you have free internet access on campus. If you live in private accommodation and decide you want access at home too, shop around for the best deal. For tips on finding the best student broadband deals in Sussex, visit www.sussex.ac.uk/internationalsupport/livingintheuk
Entertainment
Don’t forget to budget money for entertainment and socialising with the new friends you will make. The cost of an evening out will vary. There are a wide range of venues and prices in Brighton and the surrounding area and many offer a student discount. For example, if you go clubbing at the weekend expect to pay between £5-£10 for entry. Or around £8 for an inexpensive lunch. A cinema ticket, with a student discount, is about £7.

Sussexsport
Sussexsport offer various membership options including shorter term memberships for students who are not here for the full academic year. Memberships include access to the fitness rooms, group exercise classes and sports facilities
www.sussex.ac.uk/sport/memberships
Pay and play options are also available. Our popular Active US campaign run in partnership with the Students’ Union also offers lots of low cost flexible opportunities to take part in social sport. This includes swimming in Brighton for £1 www.activeus.co.uk
Details of membership for Students’ Union sports clubs can be found on www.sussexstudent.com/sport

Other costs
To cover the costs of laundry, personal hygiene items and household goods, you will need approximately £360 for the year.

Childcare
Childcare in the UK is expensive. There is a nursery on campus, run by The Co-operative Childcare, which is open to children aged from three months to five years. Fees currently range between £48 and £54.50 per day, depending on the age of the child. If your child is of school age, you may need to budget for the costs of an after-school club. For older children attending an after-school club for 15 hours per week, the average cost is £52.03 per week (based on findings of the Family and Childcare Trust Annual Childcare Costs Survey 2015).

Initial and annual costs
You may also need to budget for some one-off arrival costs. These will vary in nature but may include:

Housing deposit – postgraduates who are eligible for University-managed accommodation will be required to make a pre-payment of £250 before you arrive (unless you are a sponsored student). This money is then deducted from your rent. If you are going to be living in private accommodation, you will usually have to pay one month’s rent in advance, in addition to your monthly rent, but some landlords require international students to pay six months’ or even up to a year’s rent in advance if they do not have a UK-based guarantor. If you find your accommodation through a private lettings agency, you will usually have to pay an admin fee of approximately £150 and a holding fee to secure the property (approximately £200).

Warm clothes – if you are coming from a warmer climate than the UK. The price of clothes varies enormously and how much you spend will depend on your budget. Some inexpensive options can be found in our ‘Student Shopping in Brighton & Hove 2015’ guide found here: www.sussex.ac.uk/internationalsupport/livingintheuk/shopping
**Kitchen utensils** – if you are living on campus, welcome packs containing basic kitchen equipment are available from York House reception, priced at £32 (2014-15 price). Examples of where to find inexpensive homeware can be found in our ‘Student Shopping in Brighton & Hove 2015’ guide found here: [www.sussex.ac.uk/international/support/livingintheuk/shopping](www.sussex.ac.uk/international/support/livingintheuk/shopping)

**Bedding** – if you are living in University-managed accommodation you will be able to buy a bedding pack (including duvet and sheets) for £35 (2014-15 price). If you are in private accommodation, to buy bedding try Primark, TK Maxx or the large supermarkets.

**Household insurance** – it is cheaper to insure your belongings against theft, loss or damage than it is to replace items should anything happen to them. If you are living in University-managed accommodation, your rent includes basic contents insurance for your room. If you are living in private accommodation, you will need to purchase this personally. Many insurance companies offer student-only deals that offer cheaper insurance.

**Television licence** – you will be required to buy a licence if you have a TV in your room/flat. These currently cost £145.50 per year. Visit [www.tvlicensing.co.uk](www.tvlicensing.co.uk)

**Police registration** – if you are required to register with the police on arrival in the UK this will be clearly indicated in your passport. The current cost is £34 per person (refer to page 50 for further information).

**Visa fees** – should you need to renew your visa while you are in the UK, you will have to pay an application fee. You and any dependants will also have to attend a biometrics appointment. You will also have to renew your Immigration Health Charge. Please refer to our website for more details: [www.sussex.ac.uk/international/support/immigration/applyinginsideuk](www.sussex.ac.uk/international/support/immigration/applyinginsideuk)

**Council tax** – this is a local tax that is paid to Brighton & Hove City Council for services like street lighting and rubbish collection. Refer to page 33 for further information.

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**Budget planning**

The University’s Student Life Centre offers a variety of budgeting services, including a Budget Planner specifically designed to help prospective or current Sussex students manage their money more effectively. Visit [www.sussex.ac.uk/studentlifecentre/funding/budgeting](www.sussex.ac.uk/studentlifecentre/funding/budgeting)


The International Student Calculator is another useful tool to help you plan and manage your money for your studies in the UK. Visit [http://international.studentcalculator.org](http://international.studentcalculator.org)

There is also some useful information about budget planning for international students on the British Council’s website at [www.educationuk.org/global/articles/budgeting](www.educationuk.org/global/articles/budgeting)

**Student discounts**

One of the good things about studying in the UK is the availability of many student discounts. Always carry your Sussex student ID card and consider purchasing an NUS (National Union of Students) Extra card for £12 (visit [https://cards.nusextra.co.uk](https://cards.nusextra.co.uk)) as this will entitle you to savings on many goods and services including food, clothes, haircuts, bikes, books and stationery, cinema and eating out and music and DVDs.
Paying your University fees and charges

The University charges a tuition fee to all students and an accommodation charge if you intend to live in a University residence (refer to page 30 for further information).

How much will my tuition fees cost?
The fees for the academic year 2015-2016 can be found at www.sussex.ac.uk/study/money/fees
Note that fees change each academic year.
The tuition fee you are charged will depend on your course and your fee status (either ‘overseas’ or ‘home/EU’). You may have been sent a fee-status questionnaire. Your answers to this will be used by the University to determine the appropriate level of fee. The rules for determining fee status are complex and each case is considered individually.

For more information on fees and how a student qualifies for home student status, please visit our website at www.sussex.ac.uk/study/money/fees

European Union (EU) students
EU students can apply to Student Finance England to see if they qualify for a tuition fee loan. For further information visit www.gov.uk/student-finance

How to pay
For students starting their course in the autumn, you can pay your tuition fees, accommodation charges or set up a recognised University payment plan online from 1 September at www.sussex.ac.uk/direct
You can also telephone Student Accounts on + 44 (0)800 8494979 during their opening hours (weekdays 10am-1pm and 2-4pm) to pay your fees.
You should pay your fees before you arrive, if at all possible, as this will make the registration process much quicker and easier for you.
If you are sponsored by an Embassy or other official organisation please ensure that you provide Student Accounts with a copy of your sponsor or award letter before you register. These should be sent by email to studentaccounts@sussex.ac.uk The letter must be submitted on letter headed paper and must be signed. Please also provide a valid email address the invoice should be emailed to, along with the contact name and telephone number for any queries. Note that if your sponsor fails to pay, you will be responsible for payment.
You can pay by:
• Western Union bank-to-bank transfer (through Pay 24-7 and Western Union). The option to make a Western Union payment will be available through online registration. This provides a guaranteed exchange rate with no additional charges from the University or Western Union when making transfers from an overseas bank account. It is also cheaper than using a credit card
• credit or debit card (except Diners’ Club and American Express) at [www.sussex.ac.uk/direct](http://www.sussex.ac.uk/direct)

Please advise your card issuer if the payment you intend to make exceeds the daily limit on your card

• standard bank transfer. However, please note that the exchange rate will be subject to fluctuation and you will probably incur additional bank charges.

**Paying by instalments**

If you are paying by credit or debit card, and you are self-financing (the fee is being paid by you or a member of your family) you can usually choose between paying your tuition fees and accommodation charges in full or in instalments, although please note that the latter option can only be arranged online. Fees and rent can be paid in three instalments if you are here for the full academic year or two instalments if you are here for two terms only. (Rent can be paid in four instalments where you have an 11 or 12 monthly tenancy agreement).

Further detailed information on payment methods can be found at [www.sussex.ac.uk/finance/services/feesandincome/studentaccounts](http://www.sussex.ac.uk/finance/services/feesandincome/studentaccounts)

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**Scholarships**

You can find out about grants and scholarships which are available from the University of Sussex and other organisations in the UK or overseas at [www.sussex.ac.uk/study/funding](http://www.sussex.ac.uk/study/funding)

Awards are usually competitive and are made on the basis of academic merit, and the majority are for postgraduate study. Remember that scholarships are awarded before students begin their course and for most awards you will need to apply well in advance of the date that you wish to begin your degree programme. It is very unlikely that you will be able to obtain additional funding once you have started your course.

You should also contact the local British Council or the education department of your own government for information on financial aid.

**American student loans and federal student aid**

The University of Sussex will participate in the William D. Ford Federal Direct Loan (Direct Loan) Program in the academic year 2015-2016. If you are an American national or permanent resident you can apply for a loan if you have accepted an offer of a place at the University of Sussex. Loans need to be applied for on an annual basis. For further information please visit [www.sussex.ac.uk/studentlifecentre/funding/americanstUDENTloANS](http://www.sussex.ac.uk/studentlifecentre/funding/americanstUDENTloANS)
Opening a bank account in the UK

Opening a bank account in the UK is by far the safest and most effective way of managing your money. Although UK banks offer services to international students, as you are a temporary resident in the UK you may not have the same access to banking services as you do at home.

Why open a UK bank account?

Some students never open a UK bank account while they are here, but continue to use their overseas bank account. However, we do recommend that you open a UK bank account, particularly if you are going to be studying at Sussex for more than six months, because:

- if you are using a non-UK bank card you will be charged every time you withdraw money from cash (ATM) machines
- if you get a part-time job while you are in the UK your employer will want to pay your money directly into a UK account
- you cannot set up direct debits (e.g. for accommodation or for a telephone contract) from an overseas account
- if you have a student visa you will be required to send bank statements to the Home Office if you apply to extend your leave. The Home Office specifies that funds should be in pounds sterling, so it is better to have a UK bank account to meet this requirement
- if you are being sponsored, it will not be possible to cash a banker’s draft or cheque in the UK unless you have a UK bank account
- for reasons of safety and security, it is not a good idea to carry lots of cash with you. It is best to safely deposit this in a bank account.

What sort of account?

Most international students can open a bank account but there are different types of accounts, so check what each account can offer you. Some of the banks will charge a monthly subscription fee, and as part of the contract they may require you to keep the account with them for a certain period of time. Other banks may grant you a basic account free of charge, but in some cases this won’t include a debit card (which allows you to withdraw money from cash machines). Most banks which charge a monthly subscription fee will offer you something in return, such as cheaper money transfers or insurance. Take the time to consider the different bank account options before making a decision.

Many UK banks will only offer accounts to students whose course of study is for one academic year or more. If you are coming to Sussex for a period of six months or less, you may find that fewer banks will be able to offer you an account.

If you want an account based on Sharia principles, check banks’ websites and publicity materials. Some mainstream banks offer accounts and services that meet the principles and there are also a few specialist banks that operate in accordance with them.
How to open a bank account

Banks in the UK must, by law, carry out checks on your identity and so cannot always open an account for you. Please note that on any documents or cheques your name must be written exactly as it appears in your passport.

The following is a list of documents that you are normally required to provide in order to open an account. Please note that these documents do vary from bank to bank and from branch to branch:

Proof of identity
• current passport or EU identity card.

Evidence of your student status and address
• original offer letter from Sussex sent to your permanent overseas address
• if you do not have your original offer letter or if it was sent to any other address (ie an agency, a PO box number or a correspondence address) you will need a ‘letter of introduction to banking facilities’ from the University
• copy of your housing tenancy agreement.

If you require a ‘letter of introduction’ issued by the University this can be requested from the relevant office on arrival at Sussex:
• new undergraduate and postgraduate students – Admissions Office, Sussex House, or International Student Support Office, Bramber House
• visiting and exchange students – Sussex Abroad Office, Friston Building.

The letter confirms that you are a current student at Sussex and includes your UK contact address and your home address held by the University. When requesting a letter, you will need to give the name of the bank as some banks may not accept a letter for opening an account if it is not addressed to them. Please note that during the busy induction period it will take several days before the letter is available for collection.

Some banks require a minimum deposit to open certain accounts (some bank accounts also require you to maintain a minimum balance in your account).

Where should I bank?

Barclays has a branch on campus (in Sussex House). The University is also part of the Santander Universities network, and Santander staff run a fortnightly drop-in service on campus to offer advice on financial services and managing money.

Most of the other well-known British banks have branches in the Brighton & Hove area, and most now offer online and telephone banking for which there is no charge. Representatives from other banks usually come onto campus during welcome week. Further details will be available in our pre-arrival email.

There are some differences in the type of services and the opening requirements for different accounts so you need to research the different options and make your own decision, based on your own needs and what is available to you.

If there is any possibility that you might need to make an immigration application while in the UK you should consider choosing an account or bank that issues monthly paper bank statements. Online statements or quarterly statements may not be suitable to support an immigration application, and the bank may not be able to provide any further proof of your balance. It is also important that you keep and file your bank statements.
Obtaining reprints can take time and be expensive and often banks will not print them in the format required by UKVI.

**British banks with branches in Brighton & Hove**
Barclays Bank [www.barclays.co.uk](http://www.barclays.co.uk)  
(also has a branch on the University campus)
Co-operative Bank  
[www.co-operativebank.co.uk](http://www.co-operativebank.co.uk)
Halifax [www.halifax.co.uk](http://www.halifax.co.uk)
HSBC [www.hsbc.co.uk](http://www.hsbc.co.uk)
Lloyds [www.lloydsbank.com](http://www.lloydsbank.com)
NatWest [www.natwest.com](http://www.natwest.com)
Royal Bank of Scotland [www.rbs.co.uk](http://www.rbs.co.uk)
Santander [www.santander.co.uk](http://www.santander.co.uk)
TSB [www.tsb.co.uk](http://www.tsb.co.uk)

**How long does it take to open an account?**
Some accounts can be opened quickly (less than 48 hours), but others may take longer particularly during busy periods, such as September. As it can sometimes take several weeks before your account is fully functional, make sure that you will have access to the money you need for this period by making financial arrangements similar to those you might make when you are a tourist (ie consider using Travellers Cheques or a credit or cash card which you bring from home).

**Important things to remember**
Keep a record of the money that you pay in (‘deposits’) and money you take out (‘withdrawals’) – including money you take out from bank machines, payments with debit cards and standing orders. Check your records against each bank statement you receive. If there are any unfamiliar transactions, notify your bank immediately.

Opt for monthly paper statements to be sent to you to keep and file. You will need these if you have to extend your visa/leave to stay in the UK. Most banks charge for duplicate statements and it may take them several weeks to produce the documents.

Keep your personal details and account details secure to prevent someone stealing your identity.

If you pay bills by direct debit, you must have the money in your account the day before the direct debit is due to go out of your account. If not you will be charged penalty fees by the bank and often also by the organisation that is expecting to receive the direct debit payment.

Do not go into debt on your account unless you have a pre-arranged overdraft facility with the bank.

Always let your bank know in writing and as soon as possible if you change your address.

If you are leaving the UK for a long break, for example the summer vacation, let your bank know, otherwise they might treat your account as ‘dormant’ and close it.
Further information

Further information about choosing and opening a bank account, including a link to the British Bankers Association guide to opening a UK bank account for international students can be found on the UK Council for International Student Affairs (UKCISA) website at www.ukcisa.org.uk/International-Students/When-you-arrive/Opening-a-bank-account

If you have any questions about opening a bank account, please contact International Student Support E international.support@sussex.ac.uk

Transferring money to the UK

It is not advisable to carry large amounts of cash when you are travelling. Bring just enough cash to meet your immediate needs and send the rest of your money by another method, such as:

International money order

This is bought before leaving your home country, and on arrival you can either pay it directly into your UK bank account or take it to a post office to obtain cash. To exchange it for cash, the money order must be in sterling (British currency), and you will need to show your passport as identification.

Bank draft/demand draft

This is similar to an international money order, except that you can only pay it into a bank account; you cannot exchange it for cash. Ask to have it made out to you in sterling and drawn from a British bank. That way you will not have to pay a commission fee when you pay it into your account, and the money will take less time to clear (ie move through the system and into your bank account).

Electronic transfer

Using this method, your bank in your home country transfers funds from your home account directly to your UK account. This is often the easiest way to transfer money, but you cannot arrange it until you have opened a bank account in the UK.

Telegraphic transfer

This is one of the fastest ways to send money from one country to another, but it is also one of the most expensive. As with an electronic transfer, you can only arrange a telegraphic transfer after you have opened your UK bank account. We recommend that you contact your local bank for further information about how to transfer funds to the UK.

Travellers Cheques

This is a safe method of bringing funds. Travellers Cheques can be exchanged at banks, shops, hotels and bureaux de change. A commission charge is sometimes made for the service of changing Travellers Cheques to sterling, Please note that some UK banks will not cash American Express Travellers Cheques.

Telex

This is generally the quickest but one of the most expensive ways of transferring funds.

Where possible, use the SWIFT system. Money sent in this way can be collected in cash or paid direct into an account.
Useful information

In some countries the transfer of funds to another country is illegal without government permission. You should make sure that you are allowed to transfer funds before you come to Britain. If there are restrictions, a copy of the document giving permission for the transfer of funds must be sent to the University. The original should be retained to show immigration officers on entry to the UK.

Personal cheques

Bank accounts will purchase these from you at the current rate of exchange; a commission charge is made for this service. There may, however, be a delay while the cheque is returned to your home bank for payment. This method is not recommended because of the possible delays to you in receiving the money. If you are in any doubt, check with your bank.

Note: There may be a charge for money transferred in another currency.

Cash

We recommend that only a small sum of cash is brought (about £100 should be sufficient in addition to travellers cheques and your home credit/cash card) as you will not receive very good rates of exchange compared to other methods of transfer, and there is always the possibility of losing the money.

Credit agreements

While most students are not eligible for credit facilities while studying in the UK, some high street stores may offer you the chance to buy goods on a fixed-term agreement, by which you pay them back an amount each month. While this can appear attractive, you should check the small print carefully as many of these agreements are at a high rate of interest, and sometimes you have to pay back up to a third of the price of the goods in interest. We would advise against entering into this type of arrangement.
Health and insurance

Looking after yourself and your belongings is very important. You need to know if you will be entitled to NHS medical treatment during your studies in the UK, and how to access medical services once you’re here. You will also need to ensure you have travel insurance and insurance for your personal belongings.

Health and welfare services in the UK

The National Health Service

The National Health Service (NHS) is the UK’s state health service, which provides treatment for UK residents through a wide range of health care services. Some services are free, and for others there is a charge.

Am I entitled to NHS treatment?

The following NHS treatments are free for everyone:
- accident and emergency services (but not follow-up treatment, or admission as an in-patient to hospital)
- family planning services
- diagnosis and treatment of sexually transmitted infections
- diagnosis and treatment of certain infectious diseases
- treatment of conditions caused by torture, female genital mutilation, domestic violence or sexual violence (provided you did not come to the UK for the specific purpose of seeking such treatment)
- compulsory psychiatric treatment or treatment that has been ordered by a court
- treatment in prison or immigration detention.

To qualify for any other NHS treatments, you must qualify under one of the following categories as access usually depends upon immigration status:
- if your course of study is for six months or more and you have a Tier 4 student visa you (and any Tier 4 dependants) will qualify for NHS treatment from the beginning of your stay. On 6 April 2015 the UK Government introduced an immigration health surcharge of £150 per year for students. This

Before you leave home
Health and insurance
charge forms part of your immigration application and entitles you to receive free health services under the National Health Service. Charges are made for temporary (non-EEA) migrants who are coming to the UK for more than 6 months. Dependents are generally charged the same amount as their main applicant. The total surcharge amount for the whole period of leave granted is payable upfront. If you already have a visa issued before 6 April 2015, you do not need to pay the charge until such time that you need to extend your visa again.

- If your course of study is less than six months long and you are using the 6-month ‘short-term student’ route you **must** make sure you have private health insurance from the beginning of your stay.
- There are a few exceptions to the healthcare surcharge, including Australian and New Zealand nationals. You can find a list, along with further information on the charges, here: www.gov.uk/government/uploads/system/uploads/attachment_data/file/414584/Surcharge_customer_info_web_v1_2.pdf

If you meet the qualification criteria listed above, you can register as a patient with a local doctor (also referred to as General Practitioner or GP). GPs are doctors who are trained and experienced in diagnosing a wide range of health problems. The GP will be based in a local office (called a surgery) or in a health centre (refer to page 49).

**European Economic Area (EEA) nationals**

All non-UK European Economic Area (EEA) nationals and their family should obtain a European Health Insurance Card (EHIC) before coming to the UK. This card entitles the holder and their family to full NHS treatment on the same basis as the student categories described above. For more information on the EHIC, visit [http://ec.europa.eu/social](http://ec.europa.eu/social) or contact your government’s health department.

If you are a Swiss national or a national of one of the member states of the European Union who has come to study in the UK from Switzerland, you will have the same healthcare eligibility as European Economic Area (EEA) nationals. However, this does not apply to you if you are a national of Norway, Iceland or Liechtenstein and you have been resident in Switzerland before coming to the UK.

**Other charges**

Even if you are eligible for free NHS treatment, some emergency services may incur charges and there is a standard charge for prescribed medications (currently £8.20 per prescription) which is payable to the pharmacist dispensing the drugs. Charges are also made for dental and optical treatments.

**What to do if you are not eligible**

If you are not in one of the eligible categories described above (this includes students here under the short term student category) or your programme is under six months long, you and your family are only entitled to limited free NHS treatment. You will have free emergency hospital treatment, but only the treatment given in a NHS Accident and Emergency department is free of charge.

Once you are admitted on to a ward or given an outpatient appointment, charges will apply. GPs may agree to treat you for free, but this will usually be limited to urgent treatment that cannot be delayed until you return home. You will have to pay for any other treatment as a private patient.
Medical insurance

If you are not eligible for non-emergency NHS treatment, you need to take out private medical insurance to cover yourself as UK private medical treatment is very expensive. Even if you do qualify for free treatment, you may wish to also consider taking out comprehensive health insurance as you may want a quicker service than the NHS can deliver. If you already have medical insurance in your home country, check whether you can extend it to cover your stay in the UK, as well as looking at options available from UK insurers. Endsleigh Insurance have produced a special health insurance policy for international students and their spouses or civil partners and children in the UK. Details of the policy can be found on the Endsleigh website at www.endsleigh.co.uk. Please contact Endsleigh for further details.

Note that even if you are eligible for NHS treatment, you must take out medical insurance if you will be travelling outside the UK during your time as a student here.

Immunisation against serious infections

Meningitis

Meningococcal disease or meningitis is a relatively rare disease and the levels of infection at Sussex are comparable to the average levels at other UK universities. However, isolated cases have occurred and it is important for you to be aware of the symptoms of meningitis.

The symptoms of meningitis are not easy to spot at first as they are very similar to those of the flu. Some of the symptoms include:

• being sick
• high temperature
• violent or severe headache
• stiff neck
• dislike of bright lights
• drowsiness and lack of energy
• painful joints
• fits

• rash – tiny spots or bruising under the skin that do not turn white when they are pressed.

An effective vaccine is available to protect against meningitis C strain. You should try to be immunised with this vaccine before arriving in the UK as protection takes about two weeks to develop. If this is not possible, you can be immunised at the Health Centre free of charge. However, there is currently no vaccine protection against B strains of the disease, so please remain vigilant. If you think that someone might have meningitis, contact your doctor immediately. If the doctor is unavailable, then go straight to the nearest Accident and Emergency department at the local hospital.

Mumps and measles

There have recently been outbreaks of mumps and measles among young people in Brighton & Hove who were not vaccinated as babies with the MMR vaccination.

The Department of Health has recommended that young adults are fully immunised against mumps, measles and rubella which are all highly infectious viral diseases. Two doses of the MMR vaccine are required to be properly immunised. All students should check their vaccination history through their family doctor before arrival and make sure that they have been immunised. Immunisation is available from the University Health Centre for those students who register with the practice and who have been unable to be immunised before arrival.

Insuring your journey and belongings

Before you leave home, it is important that you insure your luggage for the journey to the UK. You can do this through your travel agent or an insurance company in your own country. After you have arrived in the UK, you can then take out a travel policy to cover you for additional travel as required.

For details about insuring your personal belongings once you are in the UK, refer to page 33.
When you move to a new country, you need to be certain you have somewhere comfortable and convenient to live. University-managed housing offers a friendly, safe and relaxed atmosphere in which to live and study.

University accommodation
All first-year international undergraduate students and visiting or exchange undergraduate students registering in September to attend for the full academic year are guaranteed University-managed accommodation as long as you have accepted the offer of a place and applied online by 1 August. The accommodation provided may be on or off-campus in single or shared (undergraduate only) rooms. There is also accommodation available for full-time research postgraduate students and all full-time international postgraduates (from outside the EU) on a taught masters course, who apply for housing by 1 August and pay a £250 prepayment. Further information will be provided to you upon receipt of your allocation.

Accommodation for students attending part year is limited although some rooms may be available. You may, however, need to consider alternative housing options including host family accommodation.

Students going into their second, third or fourth year are not guaranteed accommodation in University-managed housing. However, Housing Services has details of a wide variety of accommodation available in the private rented sector and staff are on hand to provide information and advice on renting privately.

We welcome over 5,000 students into University housing and help many others with accommodation in the private rented sector. This section, as well as our housing guide At Home With Us, will give you information and advice about housing and other support services available at the University of Sussex, and help you decide which type of accommodation would suit you best if you decide to study here.
When you apply for housing you will be able to indicate if you would like to live in a same gender area, a quiet flat or mature area and we will do our best to consider your request, but cannot guarantee in view of demand. When you receive your offer, you will be sent a link to your residence Facebook group, which is a great way to meet your neighbours before you arrive.

Payment for accommodation should be arranged before the start of term and information on how to do this will be provided in your accommodation offer letter. Students who are housed and are on part year courses (eg autumn term or spring and summer term only) will be charged a £50 short term booking supplement.

You must inform Housing Services and the Admissions Office if you are going to be arriving late. Visiting and exchange students should email the Sussex Abroad Office at
E international@sussex.ac.uk

Types of University housing
All University accommodation is self-catering, with shared kitchens where you can cook your own meals. Meals and snacks are also available on campus. Most University accommodation is mixed gender. All on-campus rooms have a telephone that you can connect for a fee, and you can go online using both wired and WiFi connections.

Further details about our allocation policy can be found at www.sussex.ac.uk/residentservices/faq/allocations

Family accommodation
If you want to bring your family with you to Sussex you are advised to enquire well in advance as family housing cannot be guaranteed. There are 60 family flats, each one suitable in size for a couple and one young child. These flats are located on campus in Northfield, Lewes Court and Park Village, and a few are also available in Brighton. Costs vary, but on average a one-bedroom family flat costs £150 per week* and a two-bedroom flat costs £185 per week.*

Lists of private rented housing in the area are available on request from Housing Services.

*Rents quoted are approximate

Under no circumstances should you arrange to bring your family to the UK unless you have written confirmation of family accommodation either from the University or a landlord.

For further details, contact:
Housing Officer (postgraduates and families),
Housing Services, Bramber House, University of Sussex, Falmer, BN1 9QU
T +44 (0)1273 678220
E housing@sussex.ac.uk

More information on housing is available in our 2014-15 housing guide At Home With Us and on our website www.sussex.ac.uk/accommodation

Housing video tour: www.sussex.ac.uk/accommodation/residences/housingtour

Frequently asked questions:
www.sussex.ac.uk/accommodation/faq

New students information:
www.sussex.ac.uk/accommodation/newstudents

You can also like us on Facebook for updates and advice on housing: www.facebook.com/SussexUniHousing

Housing online welcome
If you have been allocated University accommodation, you will receive information about where and how collect your keys, and more, by email before you arrive.
Hotels and guesthouses can be very expensive if you end up having to book your family into one.
The University is unable to house accompanying partners in shared rooms, unless both of you are to be fully registered students.
For further information about family accommodation, visit www.sussex.ac.uk/accommodation/residences/families

Students with disabilities
When you apply for housing you are welcome to note any health or other requests for us to consider when allocating your housing and plan for any suitable adjustments if required.
For further information please refer to our Frequently Asked Questions www.sussex.ac.uk/accommodation/faq

Private accommodation
The University Housing Services can provide details of private accommodation available in Brighton and the surrounding area, but it cannot arrange to rent accommodation for you. The average cost of accommodation in the private sector is approximately £98 per week plus bills.
You will normally be required to provide 6-12 months’ rent in advance. You should not hand over any money or transfer funds from overseas to a landlord or letting agent without viewing the property and meeting potential housemates first. Do not sign any legal documents without reading them first. Housing Services will check any contracts for you on request and they are happy to advise on finding housing in the private sector.
Housing Services maintain a section on their website, www.sussex.ac.uk/accommodation/privatesector which provides advice and information on looking for housing in the private sector. To access the housing database, contact housing@sussex.ac.uk with your application number, UCAS ID or registration number (if you have one) and you will then be sent details.
The Students’ Union runs its own lettings agency, Sussex Student Lettings, which does not charge students any administration fees and is based on campus in Falmer House. For more information, visit www.sussexstudentlettings.com

Hotels in and around the area
The University has a list of approved local hotels that may be useful to you or your family. The list can be accessed at www.sussex.ac.uk/about/hotels

Luggage in advance
The University does not accept luggage in advance. If you have been allocated housing on campus you may send luggage to your campus address but you should ensure that the luggage does not arrive before you do. You should inform the porter at your residence on
campus that you are sending luggage and complete all necessary customs declarations when sending your luggage to help prevent delays when it arrives in the UK.

**Contents insurance**

The University has negotiated personal contents insurance for all students living in University-managed accommodation. The cost of this is included in the rent. Further details are included with the tenancy agreement. If you are living in private accommodation you are strongly advised to take out your own personal contents insurance to cover loss or theft of personal items.

Although we cannot recommend specific companies that specialise in student insurance cover, those that do include:

- **Endsleigh Insurance**
  - T +44 (0)800 028 3571
  - [www.endsleigh.co.uk](http://www.endsleigh.co.uk)

- **Cover4students**
  - T +44 (0)844 826 2042
  - [www.cover4students.com](http://www.cover4students.com)

**Council tax**

Council tax helps pay for local services in the UK and is based on the value of the property. As a student you will not normally be liable to pay Council tax. However, you may be liable if you are on a course that lasts less than a year or if you live with someone who is not a full-time student. EU/EEA partners or spouses who are not full-time students themselves are usually liable for council tax. For further information please contact the International Student Support team, as the council tax rules can be complex. If you are not living in University accommodation you must inform the local council that you are a student. If you live in Brighton & Hove, you can submit your details online but if you live outside the Brighton & Hove area you will need to obtain a Council tax exemption certificate and submit it to your local authority responsible for Council tax. To do either of these things, visit [www.sussex.ac.uk/counciltax](http://www.sussex.ac.uk/counciltax)

**Your correspondence**

You will receive details of your address in your accommodation offer letter.
Bringing your family to Sussex

There are many issues that you need to consider before bringing your family (partner and children) to live with you during your studies, including accommodation, immigration, finances and childcare. If you do decide to bring your family to Sussex, you should ensure you make preparations well in advance.

You can find further information in this guide on accommodation for your family (page 31) and immigration for your dependants (page 9). Here is some more information about other issues that you need to think about:

Childcare for pre-school children

There is a nursery on campus, run by Co-operative Childcare, for children aged three months to five years. The nursery is located in the south-east corner of the campus near the Freeman Building. The nursery is open every weekday from 7.30am to 6.30pm. The nursery offers competitive all-inclusive fees (food, diapers and baby wipes are included).

The nursery on campus is very popular and it is advised that you apply at an early stage, preferably before you leave your home country, as places cannot be guaranteed. You must book and confirm a place for your child in advance.

Visit the website for further details www.sussex.ac.uk/childcare or contact the Manager, Karen Parker at sussexuniversitynursery@ccc.coop

There are a wide range of childcare facilities in Brighton & Hove including nurseries, registered childminders and playgroups. However, please be aware that you will need to pay for all of these services and this can be very expensive. Refer to page 18 for information about the average costs.

The Family Information Service (FIS) is a free, impartial service giving detailed information and advice on childcare, as well as general information on a wide range of services for children, young people and their families, in the city. You can visit their website at: www.brighton-hove.gov.uk/content/children-and-education/childcare-and-family-support

For more information on the various childcare options, visit www.brighton-hove.gov.uk/content/children-and-education/childcare-and-family-support/choosing-childcare and download their Childcare Choices booklet.
Schools in the local area

In the UK, children aged 5-18 years are required by law to attend school. In England, school leaving age depends on when you were born. You can leave school on the last Friday in June as long as you’ll be 16 by the end of that year’s summer holidays.

You must stay in some form of education or training until your 18th birthday if you were born on or after 1 September 1997.

State schooling is free for all, with the exception of those here in the UK on a visitor visa. There is a wide selection of state schools in the Brighton & Hove area. You also have the option of paying for your child to attend an independent school. You can find out more about the school process, including information about how to apply for a place for your child, by visiting the following website: www.brighton-hove.gov.uk/content/children-and-education/school-admissions/starting-school

The Family Information Service also have a ‘School preference advisor’ who can offer you help and advice on the process of applying for a school place. Find out more here: www.brighton-hove.gov.uk/content/children-and-education/information-and-advice-families/help-applying-a-school-place

You should note that you will need to have a UK address before you can apply for a school place for your child.

Other support for student parents

The Students’ Union also provides support for student parents, including a newly refurbished Family Room and a Student Parents’ Mailing list. For more info: www.sussexstudent.com/student-parents

Finance

The cost of living in the UK is high and it can be expensive to support yourself and your family, particularly if you will require childcare (for either pre-school age children or after school/holiday care). If you intend to bring your partner and children with you, you will need to prove to the immigration authorities that you have sufficient money to house and maintain them without recourse to public funds (such as welfare benefits). Refer to page 14 for more details on the immigration requirements for dependants and page 31 for more information on the limited family accommodation available on campus and estimated prices. Private sector housing can be more expensive, so you need to be realistic about costs and other issues before deciding that your family should accompany you.

English language classes

The Sussex Centre for Language Studies (SCLS) can assist your partner or dependents aged over 18 if they would like to develop their English language skills. Family members can enrol on fee-paying English modules and receive 10 per cent discount on the published fees (except for pre-sessional courses). At certain times of the year, the SCLS also provides free English classes (taught by trainees). Details and sign-up forms can be found at the relevant times of year on the SCLS website: www.sussex.ac.uk/languages

Welfare benefits

Welfare benefits are provided by the UK Government to assist people with low incomes. However, most international students and their dependants, including those from the EU and EEA, are usually not eligible to claim welfare benefits because the benefits are either regarded as ‘public funds’ to which international students are not entitled, or there are other criteria such as residency requirements.

Advice on benefits can be obtained from the Department for Work and Pensions and the Students’ Union Advice and Representation Centre at Sussex. As the rules governing benefit entitlement are complex, it is essential to seek advice before making a claim.

Making connections

The prospect of living and studying in a new country can often seem a bit daunting, especially if you do not already know anyone studying at Sussex. However, there are a number of ways in which you can start making friendships with other Sussex students and find out more about studying at Sussex before you even leave home.

Students’ Union Buddy Scheme
Join the Buddy Scheme to be put in contact with a current Sussex student who will help you settle into life at Sussex using their experience of University life and the local area. You can sign up prior to arrival, and you may be able to communicate with your Buddy while you are still at home. International students have found the scheme to be very beneficial. There are lots of Buddy Scheme events to get involved with, meet new people and make the most of your time at Sussex. These have included afternoon tea, laserzone, ice skating, an international food party and a trip to the Harry Potter studios.

‘It made me so much more comfortable arriving here knowing that there was someone at the University who I’ve talked to and who could help me out. The trips have been so helpful, because they’ve gotten me off campus and given me the opportunity to do things I wouldn’t have done otherwise.’
Brittney, international student 2014

For more information and to apply, visit: www.buddyscheme.com
Find us on Facebook: www.facebook.com/sussexbuddyscheme
Keep up-to-date via Facebook and Twitter
Please like the International Student Support Facebook page and follow our Twitter feed to keep up-to-date with useful information before or after joining Sussex. We regularly post news, details of upcoming events, helpful advice and much more: www.facebook.com/InternationalStudentSupportUniversityOfSussex
www/twitter.com/USIntStudentSup

Meet fellow new international students via Facebook groups
There is a Facebook group for new international students coming to the University of Sussex, where you can get in touch with others who are also joining the University in September, meet people who share your interests, or ask questions: www.facebook.com/groups/735513459821875

If you have been allocated a place in University-managed accommodation, you can also join a Facebook group for your campus or off-campus residence, where you can get to know your prospective flatmates and find out more about your new home before arrival. Details about the 2015-16 accommodation Facebook groups will soon be available here: www.sussex.ac.uk/residentialservices

The Students’ Union also run a Facebook group for all new students starting in 2015-16. You can join here: www.facebook.com/groups/381776422016974
What to pack

Remember that you will have to carry your luggage yourself at some point during your travels so only pack what you can carry. Once you arrive, we can advise you on the best places to shop for other items that you may need during your stay in the UK.

Hand luggage
You will need small amounts of sterling cash and either sterling travellers cheques or access to a credit card when you arrive in the UK, for immediate expenses and to use until your bank account is set up. Do not carry large amounts of cash with you, as it is unnecessary and unsafe.

Please refer to further information about carrying cash in and out of the UK on page 42.

Hand luggage checklist (where applicable)

- Passport and visa
- Copy of your CAS (confirmation of acceptance for studies)
- Recent bank statements (the Border Force Officer may want to see evidence that you can support yourself while in the UK)
- Email confirmation for the University meet and greet service
- Accommodation information/your new address details
- Some sterling cash/travellers cheques
- Copy of this guide
- Clearly labelled luggage
- A sweater, raincoat and umbrella

We also recommend that you take photocopies of all of your important documents e.g. passport and contact address details/phone numbers, and keep these copies in your main luggage as a back-up in case you misplace the original documents.
Climate and clothing

British people like to talk about the weather! The reason for this national obsession is that our weather can be very changeable and unpredictable. It is not unusual to have sunshine and blue skies followed quickly by clouds and rain. The months of June to September are usually the warmest months, with temperatures averaging between 14-25 degrees Celsius. The coldest months of the year are usually between December and February, where temperatures are usually no higher than 9 degrees Celsius but can drop down to -3 degrees Celsius. For these reasons, you should bring clothes that you can wear in layers, such as t-shirts and sweaters. We also recommend that you bring a waterproof coat and shoes. Students who start at Sussex in January are also advised to bring some very warm winter clothing with them. You will be able to buy more clothing when you get to the UK, there are plenty of inexpensive clothes shops in Brighton (refer to page 18).

Students usually dress casually but you will be expected to dress smartly for certain occasions, for example, a graduation ceremony. You may want to bring your national costume, if you have one, to wear on special occasions.

Electrical items

The UK electrical supply works on 240 volts and most buildings are equipped with sockets that take a 13-amp square-pin plug. Electricity supplies in the UK are very different to those in other countries. We suggest that you buy high wattage items, such as hairdryers or hair irons, while you are in the UK to avoid compatibility problems. If you do bring electrical equipment from home, you must check that it can be used on UK voltage or can be converted. You should be able to purchase an adaptor in the UK, but it is dangerous to overload sockets or circuits with too many adaptors and you should never put a two-pin plug in a three-pin socket. In addition, always use the right sort of fuse in your three-pin plug. If in doubt, ask someone who is responsible for your accommodation, such as the Buildings Manager (if in halls of residence) or your landlord (private accommodation).

Prescription drugs

If you have to bring any drugs with you that have been prescribed by a doctor, you are advised to bring documentary proof of the nature of the drugs, otherwise they may be confiscated. Drugs such as cannabis, LSD, cocaine and heroin are prohibited and customs officers and police have the right to search for illegal drugs. The laws concerning illegal drugs in the UK are, as in most countries, very strict and penalties are heavy.
Checklist

Below is a list of the main things that you should think about before you leave for the UK. Detailed information can be found about all of these topics in this pre-arrival guide and the relevant page numbers are included to help you.

☐ By 1 August apply for University accommodation, if guaranteed, or arrange private housing (pages 30-33).

☐ Check your immigration requirements and apply for a visa/entry clearance for you (and any dependants) if necessary. Allow enough time for this to be processed, for many countries this is the busiest time of the year for British embassies and High Commissions (pages 3-14). A Tier 4 student visa application outside the UK can only be made 3 months prior to your course start date.

☐ Have any medical checks that you need, arrange a chest X-ray or vaccinations if required (pages 6 and 29).

☐ Arrange travel insurance for your trip to the UK, and health insurance if you need it (pages 28 and 29).

☐ Budget for your time in the UK. You will need enough money for airfares, tuition fees, accommodation costs, living and other expenses (pages 15-19).

☐ Arrange some currency for the UK (pages 25-26).

☐ If you have a bank account in your home country, find out if your bank has any special arrangements with banks in the UK, which might make it easier to open an account when you arrive. Refer to pages 22-24 of this pre-arrival guide for information about what type of bank account to look for.

☐ Register online and arrange to pay your fees (pages 20-21).

☐ Ensure you read all of the pre-arrival information that the University sends you, which will help you to know what’s going on in your first few days.

☐ Read through the electronic copy of the International Students’ Getting Started Guide 2015 (available online from August) that will help you with everything you need to start here at Sussex.

☐ Plan your transport to campus. Don’t forget to look out for the student helpers at Heathrow and Gatwick airports (pages 43-44). If you want to use our special coach transfer service from Heathrow airport, you can book onto this from 1 June 2015.
Arriving in the UK
Immigration and customs

Once you have arrived in the UK, you will need to come through immigration and customs at your port of entry.

Immigration control

If you are from outside the European Economic Area (EEA) you will be asked to complete a landing card – with some personal details – before arrival at a UK port or airport. Once you arrive at your UK port of entry, there will be two queues at passport control, one for EEA nationals and one for non-EEA nationals.

If you have already obtained entry clearance in advance of travel, you will be asked to show your passport and landing card and possibly some other documentation to an immigration officer. You may also be asked some questions regarding your stay in the UK. Please refer to page 37 for information on what you should carry in your hand luggage.

If you intend to apply for a visa at the port of entry, please look at these pages for more information on what will be required and ensure that you carry all relevant documents and evidence in your hand luggage: www.sussex.ac.uk/internationalsupport/immigration/studentvisitorvisas

(Note: only non-visa nationals, intending to apply for a student visitor visa for less than six months, can do this. Please refer to page 11 for more details). Check your visa stamp is correct – it should state student visitor (not general visitor), and speak to the immigration officer if there is a problem. If the immigration officer refuses to change your stamp, ask to see the chief immigration officer directly.

If you travel through the Channel Tunnel (eg Eurostar), you will have your passport, visa and documents checked before you leave France.

You should allow plenty of time to get through immigration and customs as this can take several hours during busy periods.

Refer to pages 3-12 for further information on immigration.

Important things to remember

Even if you have obtained a visa or entry clearance, the immigration officer still has the right to refuse you entry if they have reason to believe that you have made false statements to obtain it, if there has been a material change in your circumstances since the visa was issued, or you cannot speak English without assistance.
**Entry via the Common Travel Area (CTA) including the Irish Republic**

Students without a student visa or entry clearance should not enter the UK via the Irish Republic (Eire), or any other part of the Common Travel Area (CTA). If you do decide to travel via this route (because you have prior entry clearance), make sure you keep your travel documents as evidence of when you entered the UK. For more information on this, please contact us on immigration@sussex.ac.uk.

If you are refused entry to the UK, or given a very short period of temporary admission, contact an international student adviser on +44 (0)1273 678422 as soon as possible for assistance.

**Customs and excise**

When you arrive in Britain, after passport control and luggage collection, you will pass through customs where you may have to declare certain items, details of which will be clearly signposted. A system of red, green and blue symbols operates in all customs halls to help you through the procedure:

- green means ‘nothing to declare’
- red means ‘goods to declare’
- blue is for EEA Nationals only.

Even if you go through the green channel, a customs officer may stop you and search your luggage.

**Duty and tax-free goods**

If you are carrying more than the duty- and tax-free allowance, you must go through the red channel. You should consult the list available on your plane, train or boat to determine the allowances. If you have more than the duty- and tax-free allowance, you may have to pay charges on the excess. These charges depend on the quantity and kind of goods, and may be substantially more than the purchase price of the goods. As a student, you are allowed to import goods temporarily into the UK without the need to pay duty or tax. If you are importing goods other than just your personal belongings, you are advised to go through the red channel and explain to the customs officer that you will be re-exporting the goods at the end of your course.

**Prohibited and restricted goods**

If you are carrying prohibited or restricted goods, you must declare them to the customs officer by going through the red channel.

**Carrying cash in and out of the UK**

Any person entering or leaving the EU (this includes the UK), carrying 10,000 euros or more in cash, travellers cheques, money orders etc, or the equivalent amount in another currency, must declare this at the port of entry or exit. Failure to declare this information can lead to a £5,000 fine or penalty. As with cash found by customs or police officers at any place within the UK, if it amounts to £1,000 or more (or the equivalent in other currencies) it may be seized if the officer has reasonable grounds to suspect that it is either the proceeds of, or is intended for use in, unlawful conduct.

**Food, animal and plant imports**

There are strict rules governing the import of many food products, animals (including pets) and plants from non-EU countries into EU countries, including the UK. If you intend to bring any of the above mentioned items with you, you should check the DEFRA website, which will give you more information before you travel. Visit [www.gov.uk/bringing-food-animals-plants-into-uk](http://www.gov.uk/bringing-food-animals-plants-into-uk)
Travelling to the University

Make sure you know how you will travel to the University from your port of entry. If you have a non-EU/EEA passport, remember to allow enough time to proceed through immigration before your onward travel.

Location
The University campus is at Falmer, about four miles (six kilometres) from the centre of Brighton & Hove and four miles from the town of Lewes. The following instructions should help you with your travel arrangements. For more information, visit: www.sussex.ac.uk/findus/overseastravel

Meet-and-greet service
During our main welcome and arrival weekend in September, representatives from the University of Sussex will be at Heathrow and Gatwick airports at certain times to welcome you to the UK. All student representatives will be wearing blue t-shirts so they can be identified. The representatives will answer your questions as well as direct you to the coaches and trains to Brighton. More details will follow in the pre-arrival information we send during the summer. The University will also be offering a free coach service from London Heathrow only on 12 and 13 September 2015. Coaches will take you directly from London Heathrow Terminal 5 to the University campus (also stopping at the King’s Road off-campus residence if necessary). Places are limited and it is necessary to pre-book. You can find more information and complete the online booking form at the following link from 1 June 2015: www.sussex.ac.uk/students/induction/international/meetandgreetservice

Travelling to Brighton
If you do not choose to use our meet-and-greet service from Heathrow airport, or will be arriving at another time, the University is easily accessible and is well served by buses, trains and taxis. Below we have detailed how to get to us from the most frequently used ports by international students. If you are arriving into a different port which is not listed,
either look at the port’s website for more information or contact us for more details.

During welcome weekend the University also runs a minibus service from Falmer train station to campus. When we email you before your arrival we will let you know the times the minibus will be running. If you can arrange to arrive during these times, it will be easier for you to get to campus.

**From London Gatwick Airport**

If you are travelling by plane, try to get a flight to Gatwick Airport which is closer to the University than Heathrow. On arrival, follow the signs for the train station and take a train to Brighton (cost approximately £15, journey time 30 minutes). Several train operators run on this route and during the day trains run every 15 minutes.

You can buy a through ticket direct to Falmer station (across the road from the Sussex campus) for the same fare but you will still need to change trains at Brighton Station.

**From London Heathrow Airport**

If you arrive at Heathrow Airport but won’t be travelling on our free meet-and-greet coach service (refer to page 43), there are two ways to get to Brighton:

### Coach

This is the easiest option and is recommended if you have luggage. The journey takes about two hours. Several different services run from Heathrow Bus Station to Brighton, via Gatwick Airport.

- Please check the timetable on arriving. The fare is around £30 but usually cheaper if you book in advance. Coaches run frequently and leave from Heathrow Central Bus Station, which is situated between Terminals 1 and 2 or at Terminal 4. For more information or to pre-book your coach (remember to allow enough time to get through immigration and find the coach station), visit [www.nationalexpress.com](http://www.nationalexpress.com)

The coach will take you to Pool Valley coach station, which is near Brighton Pier. If you have heavy luggage, we advise you to take a taxi to the University. Telephone numbers (and details of special fares available) are listed on page 45. The fare to the University should be around £12.

### Train

Take the underground train (Piccadilly line) to South Kensington Station and change to the Circle or District lines to travel to Victoria Station. At Victoria, follow the signs to the mainline station and take the overground train to Brighton. This option is not recommended if you have heavy luggage.

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**Useful information**

**Trains at the weekend**

Trains at the weekend are generally slower and less frequent than on weekdays, and there are occasionally engineering works that disrupt the schedule at short notice. We recommend that you check the train schedule nearer to your arrival date at [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

**Remember you will have to carry your own luggage at some point, so make sure that you’re able to carry it yourself. Our meet-and-greet coaches, as well as the public coaches, all have luggage limitations and may refuse you travel if you go over these. In addition, train services (particularly those serving Gatwick Airport) do not usually have large amounts of space for luggage.**
Direct transport from Gatwick and Heathrow airports

Although public transportation links are generally good between the main airports and Brighton, you may prefer to travel directly from the airport to your accommodation. A local taxi firm, 581 Travel, can transport you from Heathrow (£81-86 single journey) or Gatwick airport (£41-46 single journey). You will need to pre-book this service via phone or email. Contact details are as follows:

T +44 (0)1273 300300
E taxis@581travelltd.co.uk

You will need to pay by cash to the driver.

From Portsmouth and Southampton sea ports

Take the train direct to Brighton (cost approximately £15). The journey takes about two hours.

From the Channel Tunnel

The Eurostar train goes directly to St. Pancras International Station in London. From there, you can get a train direct to Brighton. Alternatively, you can get off at Ashford International and get a train direct to Brighton, although these are less frequent.

To get to the University by train or bus from Brighton

Take a train direct from Brighton Station to Falmer Station (cost approximately £2.60), which will take about nine minutes. Trains to Falmer have either Seaford or Ore as their final destination. Falmer is the third stop on leaving Brighton, after London Road and Moulsecoomb.

If you are not able to arrive at Falmer during the hours when our minibus service operates, you should take a taxi from Brighton station (there are no taxis at Falmer station). The cost of the taxi is approximately £12.

The number 25 bus runs every 10 minutes during the daytime from Brighton to the University (every 20 minutes in the evening) and will cost £2.40 for a single/one-way ticket. The journey takes approximately 30 minutes and the nearest bus stop to the train station for this route is at Brighton’s main shopping centre, Churchill Square, which is about five minutes’ walk from the station. If you arrive by coach, the nearest stop for the 25 bus is at the Old Steine which is situated just a short walk from the coach station.

Taxis in Brighton & Hove

There are many taxi companies in and around the city. You should make sure you pre-book a taxi or get one from the many licensed taxi ranks around the city.

Citycabs: T +44 (0)1273 205205
Streamline Taxis: T +44 (0)1273 747474

Please note that Streamline Taxis operate a ‘One Stop Fare Deal’. Students or visitors travelling from central Brighton to campus (or campus to central Brighton) can ask for a £12 fare deal.
Freshers’ induction

The University and the Students’ Union organise a campus-wide induction for all students. Induction includes academic-based events, Students’ Union social events, plus much more to help you settle into life at Sussex.

Alongside this, the International Student Support team organises a programme of events for all new international students to provide you with information and help you in adjusting to life in the UK and at Sussex. Our programme of events will cover topics such as immigration, banking and finance, and safety. There will also be social events to help you meet other students. We will contact you nearer the time of your arrival to provide more details about the events on offer. This information will also be available at www.sussex.ac.uk/international/support/arrival

We also organise a smaller welcome programme for students starting in the spring term.
Checklist

Below is a list of the main things that you are recommended to do during your first few days in the UK. Detailed information about all of these topics can be found in this pre-arrival guide and in the pre-arrival emails that will be sent to you.

- Call home to let your family and friends know that you arrived safely.
- Pick up a copy of the International Students’ Getting Started Guide 2015 from the International Student Support office.
- Go along to the various academic and social events during Freshers’ induction. Also, collect your free ticket for the International Students’ welcome party (all details can be found in the International Students’ Getting Started Guide 2015).
- Set up your computing account. Your username and password will have been issued to you when you started the online registration process.
- Make an appointment to register with the Police. You only need to do this if your visa/entry clearance instructs you to do so. Refer to page 50 for more details.
- Register with the Health Centre (page 49).
- Complete your University registration (including having your Tier 4 visa/passport scanned if you are not from the European Economic Area) and pay your fees (if you haven’t already done so online – pages 20-21).
- If you have a Tier 4 visa which was issued after 5 October 2009 and it is for another institution, you cannot register with the University of Sussex until you have made a new immigration application to the UK Visas and Immigration. You will need to do this and show us proof of postage before you can register. Please refer to the ‘Switching institutions’ section on page 9 for more details.
- Open a bank account. Refer to pages 22-24 of this guide for further information.
- Take out personal contents insurance for your belongings (if you are living in private accommodation).
- Take out health insurance if you are not covered by the National Health Service. You will need to get health insurance if you are going to be travelling outside the UK at any time.
After you arrive at Sussex
Registration issues

Once you have arrived and settled into your accommodation, this section covers some of the more common registration issues you may need to deal with.

Registration with the University

Registration is the formal process of joining the University. If you are joining us in September, you will receive an email in late August, explaining how to register. For those students due to start with us in January or May, you will receive this email around one month before you are due to start your studies. You cannot register until you have received this email, therefore you should ensure that the University has your current email address. More information will also be available online nearer the time of your arrival.

Useful information

All international students will be required to show evidence that they have a valid visa which permits study and the University will need to take a scan of this. Please refer to page 10 for more details on the University’s monitoring and reporting obligations as a Tier 4 sponsor. If you are switching to Sussex from another Tier 4 sponsor (including the International Study Centre) please refer to page 9 for further details.

Registration with a Health Centre or doctor

If you are eligible for NHS treatment you should register with a doctor as soon as possible once you’re in the UK. As general practitioner (GP) surgeries/health centres in the UK operate on a geographical basis, you need to register with a GP surgery in your area. If you live on campus, you can register with the Health Centre, which is located next to Lancaster House. You can do so online at www.unimed.co.uk or in person. If you live off campus in the surrounding area, you may still be able to register with the University Health Centre, or you can register with another surgery.

To find practices in your area, visit the NHS website www.nhs.uk/Service-Search/GP/LocationSearch/4 and enter your postcode. Once you have found a practice, phone to ask if they are accepting new patients. There is also
an NHS health centre located in central Brighton (just outside Brighton station on Queen’s Road), which offers early morning, evening and weekend doctors’ appointments and a walk-in service. It is open from 8am to 8pm seven days a week and offers convenience and flexibility if you want to see a doctor. For further information go to www.careuk.com/brighton-station-health-centre

For further information on the National Health Service (NHS) and medical services, please refer to pages 27-29.

Dentist

There is a dental surgery located in the Health Centre building. You must register by filling in a medical history form before you can make an appointment. Appointments can be made by telephoning 01273 605555. Dental treatment under the NHS is subsidised but not free.

Registration with the Police and other authorities

Students from some countries have a stamp in their passport or wording on their visa that tells them to register with the police. If your spouse or children entered the UK as your dependants, they are likely to also have this condition. If there is no instruction on your visa about registering with the police, you do not need to do anything.

If you have to register with the police, you are supposed to do so within seven days of your arrival in the UK. However, Sussex Police do not always have the resources to allow students to register within this time limit. You should contact them within 7 days of your arrival in the UK or receipt of your returned visa from UKVI. You need to contact them by email to make an appointment. Visit our website for more information, including how to make an appointment: www.sussex.ac.uk/internationalsupport/immigration/policeregistration

Depending on where you are from, you may find that your home country’s embassy or consulate advise you to inform them that you are temporarily living abroad. This is so that up-to-date contact details are held for you in case of an emergency situation.
Support Services

Studying abroad presents new challenges, both academic and personal. The University provides a range of student support services to help you navigate these challenges, and to ensure that you get the most out of your time at Sussex.

International Student Support

The International Student Support office can give you help and practical advice on a whole range of issues, including immigration and visa queries as well as many other aspects of studying and living in the UK. In fact, if you have questions about anything and don’t know who to ask, ask us first.

Our specialist services for international students include:

• immigration and visa advice. Our International Student Advisors offer a confidential specialist advice service and can answer your immigration questions and guide you through the process of applying for your visa
• members of staff to greet and assist you at Heathrow and Gatwick airports, as well as a bookable coach service from Heathrow, during the main welcome weekend in September
• specific events for international students as part of the University induction programme such as the International Students’ Welcome Party at the historic Brighton Dome in September, as well as a programme of social events throughout the year
• general advice about living in the UK
• specialist advisors (called country support officers) for students from China and Japan, in recognition of the fact that the philosophy and organisation of education in these countries is very different from that in the UK. These advisors can provide advice and guidance if you face any welfare or personal difficulties during your time at Sussex
• a programme of day trips to enable you to make the most of your time in the UK. Our day trips provide an opportunity to explore some of the most beautiful places in England with other
Sussex students at affordable student-friendly prices. Most trips include a guided tour of the town or the main attractions. Recent trips have included: Oxford, Stonehenge, the Isle of Wight, Stratford-upon-Avon, Cambridge, Canterbury and a trip to see The Lion King in London’s West End.

- working with the Students’ Union and others to organise events and activities to celebrate Diwali, Lunar New Year, One World Week and more.

We are based on the second floor of Bramber House and our reception is open from 10am to 4pm on weekdays during term time (during vacations we are closed between 1pm to 2pm). We offer bookable appointments and regular immigration advice drop-in sessions. Our full contact details can be found at www.sussex.ac.uk/internationalsupport/people and you can email us at international.support@sussex.ac.uk.

We post news and important information for international students on our website and we also send regular updates via email so please check your Sussex account regularly.

You can also follow us on Facebook: InternationalStudentSupport-Uni ofSussex and Twitter: USIntStudentSup.

One World Week

In March 2015 we held our second One World Week to celebrate the rich cultural diversity of our campus community and showcase the global opportunities that studying at Sussex provides. Activities included opportunities to find out about working and studying overseas, a language café, debates, Holi celebrations, international film screenings, cookery demonstrations, a live music showcase, sport sessions, competitions and exhibitions.

Students’ Union

The Students’ Union is an independent, student-led organisation and the focus of many student activities at Sussex. Apart from organising entertainment and running a shop and bars on campus it also provides advice on academic issues. The annually elected Students’ Union officers ensure that there is student representation throughout the University community so that your opinions are heard and they keep up-to-date with international student issues.

To find out more about the Students’ Union and who your officers are, visit www.sussexstudent.com.

Membership of the Union is free and all students are members.

The Students’ Union provides a range of entertainment on and off campus. The Students’ Union supports around 150 societies, many sports clubs and has hundreds of volunteering opportunities, so you’re bound to find something that you’d like to do.

For more information, visit www.sussexstudent.com/societies.

Sport

Sussexsport work closely with the Students’ Union to provide sporting opportunities on and off campus. Sport and physical activity offer a great way to keep fit, try something new and make friends. Membership and drop-in/pay and play opportunities exist for fitness room use, class and course attendance and casual use of sports facilities. Full details are available at www.sussex.ac.uk/sport.
For information on joining a sports club go to [www.sussexstudent.com/sport](http://www.sussexstudent.com/sport)
For flexible social sport opportunities which form part of our Active US campaign focussed on getting students more active go to:
[www.activeus.co.uk](http://www.activeus.co.uk)
[www.facebook.com/activeussussex](http://www.facebook.com/activeussussex)

**International Society**
The International Society meets regularly during term time and organises various social events. You can choose to get involved in the running of the Society, or you can attend events to meet other friendly students. For more information, go to the official International Society Facebook page, ask at the Students’ Union when you arrive or visit [www.sussexstudent.com/inter](http://www.sussexstudent.com/inter)

**Students’ Union Support and Advocacy Team**
The Students’ Union Support and Advocacy Team offer independent and confidential information and advice on a range of academic-related issues. If you are experiencing problems on your course, would like to know whether you can appeal your marks, or you need help with an academic misconduct issue, then the Team can run through your options and help you take the necessary action. Where appropriate they can negotiate with University departments on your behalf, help you draft written submissions, and accompany you to University meetings and panel hearings. They can also help you if you are unhappy with any University office or service and would like to complain, or if you have a University disciplinary issue.

The Students’ Union Support and Advocacy Team contact details:
First floor, Falmer House
T 01273 877038
E advice@ussu.sussex.ac.uk
[www.sussexstudent.com/advice](http://www.sussexstudent.com/advice)

**Student Life Centre (SLC)**
The Student Life Centre is the place for all students to go to if you have questions, queries, worries or concerns. A team of specially trained staff are on hand to provide information, advice and guidance on a broad range of subjects. You can drop in at any time during opening hours (9am-5pm every weekday) to receive advice on personal matters and well-being concerns as well as guidance on student funding, University rules and resources. You can book a confidential meeting with a Student Life Advisor who can help with:
- transitions
- personal concerns affecting study progress
- stress and anxiety about academic work
- understanding university systems
- progression issues
- referrals to other professional services on campus
- anything else you’d like to talk through.

The Student Funding Team, who provide the administration for scholarships, hardship funds and US Loans are also located in the Student Life Centre. We also offer one-to-one budgeting support to help you plan your finances.

Student Life Centre
Bramber House
T 01273 876767
E studentlifecentre@sussex.ac.uk
[www.sussex.ac.uk/studentlifecentre](http://www.sussex.ac.uk/studentlifecentre)
Health and Wellbeing

The Health and Wellbeing website offers essential information for students on where to get support and advice with regards to a wide range of issues both on and off the University campus. This includes information on issues such as cooking a simple and inexpensive meal, registering with a doctor, and getting help in an emergency situation.

Sessions and Drop-ins: sessions on sexual health (including free condoms), counselling, drug and alcohol support, LGBTQ welfare.

www.sussex.ac.uk/wellbeing

Student Support Unit

The Student Support Unit is the base for the University’s dyslexia, disability, mental health and autism spectrum support. It offers advice and assistance if you have a disability or learning support needs, including:

• advice on additional support
• examination arrangements
• arranging note-takers, readers, specialist tutors and mentors, where funding is available
• assessment for specific learning difficulties such as dyslexia.

For further information, contact the Student Support Unit:
T 01273 877466 or
E studentsupport@sussex.ac.uk

www.sussex.ac.uk/student support

Mental health problems

If you have a history of mental health problems please let us know so that we can put you in contact with the relevant support services available.

Studying abroad presents a whole series of new academic and personal challenges, which can sometimes be exacerbated by the fact that you are far from home and your normal support mechanisms. The University has a range of academic and student support services to help you cope with those challenges, and to ensure that you get the most out of your time at Sussex.

These include the University Counselling Services, as well as advisors from the Student Support unit whose role includes providing practical and on-going support to those with mental health difficulties and specialist advice and guidance to prospective students. With your consent, the advisors can liaise with your doctor or therapist, both before you arrive, and during your stay at Sussex.

You can contact the advisors before or during your studies:
T 01273 877466
E studentsupport@sussex.ac.uk

University Counselling Services

University Counselling Services are located in the Health Centre building and offer a safe and confidential service to all students. Should you need extra help while at Sussex, counsellors are here to help. Brief periods of therapy can help you respond creatively to challenges and support you through periods of particular difficulty. For more information about what is offered, including opening hours and details of how to make an appointment, visit

www.sussex.ac.uk/counselling

They also offer a confidential online self-help package designed to support students with a variety of common difficulties including stress and depression. Online self-help is available through the website and can be completed in complete confidence. Visit

www.sussex.ac.uk/counselling/calm

for details.

Residential advisors

Students living in University-managed accommodation will be greeted by a Residential Advisor (RA) on arrival. RAs are students who have lived in University accommodation for at least one year and are trained in a variety of student support-related areas. RAs help to mediate flat disputes and act as a general guide for University orientation. Any question or problem that may arise during your stay at Sussex may be directed towards your RA. If your RA cannot help, they will put you in touch with a person who can. Your RA will be living with or near your area of residence.

Each residence has a designated senior RA. The senior RA helps co-ordinate activities and support within each area; their office hours are posted near the porter’s office and are held at York House reception.
**Student Mentors**

Student mentors are undergraduate and postgraduate students who are here to help you succeed in your studies and to make the most of your time at Sussex. There are mentors from each school and they have been trained to assist you in study techniques, using the Study Success at Sussex (S3) guidance which can also be found at [www.sussex.ac.uk/s3](http://www.sussex.ac.uk/s3).

They can also point you in the right direction:

- if you are feeling lost and unsure during the early months of university life
- if you want to talk through how to manage your time or improve your study skills
- if you need help with any other issue, they can direct you to the most appropriate source of support on campus

Contact details for student mentors can be found at [www.sussex.ac.uk/mentors](http://www.sussex.ac.uk/mentors).

**Meeting House and Chaplaincy**

The Meeting House, located in the centre of campus, and with its distinctive stained-glass windows, houses the Chaplaincy. Here you can have inexpensive tea and coffee, meet friends, study or look out at the campus from the quiet room. The Meeting House is open 8am to 9pm, Monday to Friday, with tea and coffee always available for work sessions. Upstairs is a chapel that is used for worship on Sundays and throughout the week, and is sometimes used for concerts and recitals. The chapel also hosts meditation and mindfulness sessions that are open to everyone no matter what their belief. For more information, including times of Sunday and weekday services, visit: [www.sussex.ac.uk/chaplaincy](http://www.sussex.ac.uk/chaplaincy)

**Other places of worship**

The Muslim Student Centre on campus has a mosque (with a separate entrance for women) and a small library. There are also two mosques in Brighton & Hove. In addition to the facilities for worship on campus, there are many places of worship elsewhere in Brighton & Hove. You can find details of some of them here: [www.sussex.ac.uk/chaplaincy/othercentres](http://www.sussex.ac.uk/chaplaincy/othercentres)

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**Sussex Centre for Language Studies (SCLS)**

All classes at the University, with one or two exceptions, are taught in English and you will be expected to have sufficiently good command of all aspects of the English language in order to cope with study at University level. You will share lectures and tutorials with native English speakers and you will prepare essays and projects. You may be required to read many texts in a short space of time. The SCLS offers a range of English language and study skills classes, resources and tutorial help to support you before and during your studies, including an English language and study skills tutor. You can find much more information about all courses and help that is available, here: [www.sussex.ac.uk/languages/english](http://www.sussex.ac.uk/languages/english)

For more information on teaching and learning at Sussex, please refer to pages 66-69.
After you arrive at Sussex Support Services

Careers and Employability Centre
The Careers and Employability Centre, which is based in the Library, can help you find part-time work, work experience and professional placements, as well as developing the kind of skills UK and international employers look for, through a variety of student development opportunities. For more information visit www.sussex.ac.uk/careers or refer to the Careers and Employability Centre section on page 14.

Skills Hub
Skills Hub brings together all the resources at Sussex that can help you to develop your skills, such as managing your time, academic writing, finding work, using the Library and lots more. Skills Hub can help you find information regarding websites you can access, people you can talk to, as well as events and workshops you can attend to develop your skills.

www.sussex.ac.uk/skillshub/index
If you are a doctoral research student, refer to the Researcher Development Programme: www.sussex.ac.uk/doctoralschool/internal/researcherdev

IT Services
IT Services provide a range of computing and network facilities to help you to study successfully. For more detailed information about these services, visit: www.sussex.ac.uk/its

It would be beneficial for you to have your own computing equipment such as a laptop or tablet, so it would be a good idea to bring this with you if you can, or to purchase once you are in the UK. As well as enabling you to prepare your written assignments whenever and wherever you choose, this will also help you take advantage of the investment that Sussex is making in virtual learning and give you easy access to online support and information.

If you have a problem with your computer, IT Services operate a Service Desk where you can drop in and seek help from a helpdesk advisor. They are able to troubleshoot and resolve a wide variety of problems. However, please note that if you wish them to help with configuration or installation issues, it is useful if the ‘system language’ of your computer is English or can be set to English.
Settling into life in the UK

Living in a new culture is exciting but can also be challenging. In this part of the guide, we describe some of the differences that you may notice and provide information to help ease your transition to living in the UK.

Social attitudes
Life in the UK will almost certainly be different from what you are used to. It is difficult to summarise the ‘British way of life’, as attitudes and outlooks vary considerably according to where you are in the country. The UK is a very cosmopolitan country with residents from many countries and ethnic backgrounds. When you first arrive you may notice differences in the way people behave compared to your own country.

You will find that people are generally quite tolerant – they like to help if they can, so do not be afraid to ask. They may sometimes seem a little reserved and it can take time to establish close friendships. However, most people respond politely and positively to offers of friendship. If they are not familiar with your culture, they won’t understand your needs and concerns unless you explain them.

On campus you might be surprised by the lack of formality and generally relaxed atmosphere. Most members of faculty and staff enjoy being approached by students and talking, whether or not it is directly related to academic work. The cafés around the University will usually include a mixture of staff and students talking over tea or coffee.

Alcohol
In the UK alcohol is available to buy for anyone aged over 18 and it is perfectly acceptable for adults of all ages to drink alcohol in moderate amounts. For many, drinking is an established part of their social life – ‘going out for a drink’ is how they relax or spend time with friends. This doesn’t mean that you have to drink alcohol; you can always ask for a non-alcoholic drink instead. If you don’t feel comfortable going to places that serve alcohol, explain this to your friends – there are lots of other places where...
you can meet. Pubs in the UK are open to anyone and usually close at 11pm, although some have extended opening hours, particularly at weekends. Keep safe by never accepting drinks from strangers or leaving your drink unattended.

**Smoking**

Although many people in Britain smoke, in some ways smoking is less socially acceptable than drinking. There is a ban on smoking inside all public places in England, including the University buildings, pubs, clubs and restaurants (similar bans are also in place in Scotland, Wales and Northern Ireland). If you are caught smoking in a banned area you can be fined.

Smoking is still allowed outdoors and in private homes but many non-smokers find smoke unpleasant. If you are at a friend’s house it’s polite to ask whether your hosts would mind if you smoked before you light a cigarette.

**Discrimination**

The University is proud of its reputation for welcoming people from a variety of backgrounds, promoting equality and diversity, and offering an inclusive and supportive environment for all. We hope that you never encounter discrimination in the University environment. If, however, you think you have suffered from discrimination, in whatever form, confidential services on campus are ready to assist you. Members of staff at the Students’ Union are trained in taking reports for hate crime, and you can seek advice for any other discrimination-related issues through their Advocacy service E e.advice@sussexstudent.com, or the Welfare Officer E e.welfare@sussexstudent.com. If there is a persistent issue that affects multiple people consistently, you can write to the ex-officio member of the Equality and Diversity forum, E J.A.Rymell@sussex.ac.uk.

**Culture shock**

‘Culture shock’ describes the emotional feeling many people experience when they move to a country with a different culture. As you prepare to leave home you are probably excited about coming to the UK, meeting new people and starting your course. However, once the initial enthusiasm wears off, you may begin to feel overwhelmed. Things that you found exciting at first could seem strange and a little frightening. You may experience sudden mood changes and strong reactions, feeling lost, disorientated, and even irritated and resentful. Above all, you may wish you were back among the familiar people and places at home. All international students can experience culture shock in some form – even those coming from countries with similar lifestyles to those in the UK. It’s important to understand that these kinds of reactions are normal and that they will pass. You need to give yourself time to adapt.

To reduce the effects of culture shock, here are a few ideas that may help:

- **arrive early** – make sure that you arrive by the date stated in your offer letter and take advantage of the social events organised by the University to help international students settle in
- **talk to a counsellor or a member of the Student Life team** – (refer to pages 53-54 for information on counselling services offered by the University) or someone in the International Student Support team. These people have special training in offering advice and support, and they understand the challenges you are facing.
• keep in touch with home – stay in regular contact with your family and friends. It can also be useful to keep up with news from your own country on the websites of the major newspapers or TV channels
• spend time with other people from your country. You can also check with the Students’ Union for details of the clubs, societies and activities they offer. There is an International Society that is very popular, further details can be found on page 53. However, make sure that you don’t only mix with students from your home country as research has found that those who integrate with British and other international students have the most positive experience in the UK.
Visit the UKCISA website for useful tips on how to deal with culture shock: www.ukcisa.org.uk/International-Students/Study-work--more/Culture-Shock

Specialist and international foods
There are many shops and restaurants in the Brighton area that sell international and specialist foods and you can pick up a list from the International Student Support team when you arrive. You may also find that the larger supermarkets stock some of the products you are familiar with.

HOST scheme
HOST is a charity which promotes international friendship and cultural exchange by arranging for international students studying in the UK to spend a day, a weekend or a holiday with a British family who have volunteered to welcome you in their home. This is a unique chance to experience British culture and the British way of life. You can even go on a HOST visit with a friend. HOST visits are free of charge, but you will need to pay for the travel to your host family, and you will also be asked to contribute an administration fee when you submit your application. If you wish to take part in this scheme visit www.hostuk.org where you will find more information and an online application form.

Driving
To drive a motor vehicle on any road in the UK, you must hold a current driving licence. The rules are complex regarding whether you can use a driving licence from your home country so please check here for these details and more general information about driving in the UK, including road tax, insurance and road worthiness of your vehicle: www.ukcisa.org.uk/International-Students/Study-work--more/Other-useful-information/Driving and www.gov.uk/browse/driving
After you arrive at Sussex: Settling into life in the UK

Car parking
Parking in the UK can be expensive. There are heavy restrictions on the use of private vehicles in many city centres and main shopping areas. Brighton & Hove has special resident-only zones for on-street parking, for which permits are required. There is usually a waiting list for permits, which are expensive and are for permanent residents only.

The University has a car parking policy that includes parking restrictions and charges. Students who live in University-managed accommodation on campus are not usually allowed to park on campus. The only exceptions are for students with a mobility disability or students with their families living with them. Students who live off campus are eligible to apply for a permit or pass to park, but charges apply.

For more information on our parking policy including contact details for queries – please go to our transport website at www.sussex.ac.uk/sez/services/transport

As Brighton & Hove has an extensive public transport system you will probably find it is quicker and easier to use public transport to get around (refer to pages 45 and 62-63).

Bicycles
Many students buy a bicycle and use it to get around the Brighton area, using cycle lanes that are provided on almost every main road (including from the campus to the city centre). If you decide to buy a bicycle, please note that you must have a white front light, a red back light and a red back reflector for night riding. It is also highly advisable that you wear a cycle helmet for extra protection. In the UK, you should not ride on the pavements unless there are special signs allowing you to do so. It is an offence to ride under the influence of alcohol and/or drugs. If you would like to buy a second-hand bike you could try looking on www.Friday-ad.co.uk

In addition, the Students’ Union runs a bike hire scheme: www.sussexstudent.com/recyclebikehire

Safety, security and the law
We want Sussex to be a safe place for all students and staff. The University is an open campus; anyone is welcome to walk or drive on to campus. However, a 24-hour, 365-day-a-year security team is based on campus (York House) and undertakes regular patrols (T 8234 or 01273 678234). There are emergency telephones throughout the campus directly linked to the security team; if you are using another telephone on campus, you can dial 3333 for emergencies on campus and if you are using a mobile phone, dial 01273 873333. We recommend that you save this number into your mobile phone so you can access it quickly in case of emergency on campus. Campus is well lit and is covered by an extensive security camera network for your protection. Always ask for identification from anyone you do not recognise (eg tradesmen) if someone requests access to your accommodation.

We want your stay in the UK to be a safe one and recommend you read the British
Council publication, Creating Confidence – making sure that your time in the UK is safe and enjoyable. You can download a copy at: www.educationuk.org/global/articles/safety

Remember that you share responsibility for your own and others’ security and peace of mind: report any security problems (even dead light bulbs), and any incident at all that might constitute criminal behaviour.

In an emergency off campus, you can contact the police, fire or ambulance service by calling 999 from any phone.

International students and their dependants are subject to the same laws as British citizens (with the exception of immigration, voting and citizenship) and are guaranteed the same protection of the law and the same civil rights. One such right is that of free speech and assembly. You have the right to express your views, provided they are not illegal or an incitement to break the law and as long as you conduct yourself in a peaceful and orderly manner with due consideration for others.

If you break the law, you are liable for your actions in the same way as other UK citizens. Any legal agreements and contracts made by you are also binding. Normally this should not affect you greatly, except perhaps in the case of housing. Always make sure that you know what your obligations are before you sign any contract. If you do get into trouble with the police, you are guaranteed the same protection of the law as UK citizens. If you are arrested by a police officer, you should co-operate but you are not obliged to say anything. You must seek legal advice immediately.

Post offices
Post offices offer a wide range of services including the sale of postage stamps, air mail forms, registered envelopes, postal orders and overseas money orders. Television licences and road vehicle licences can be renewed at main post offices. Most post offices are open on weekdays and Saturday mornings. There is a post office on campus in the Co-Op supermarket in Bramber House. The main post office for the area is in WH Smith in Churchill Square, Brighton.

Further information about post office services can be found at www.postoffice.co.uk

Telephones
Many students choose to buy a mobile phone to use in the UK. The pay-as-you-go option is favoured by most international students as you do not have to sign a contract and you just pay for the calls you make. You should ensure that the company you choose enables you to get a signal on campus. Be careful when using your phone in public places as this can be a target for thieves. For more advice on choosing the right mobile phone deal, see our online guide at www.sussex.ac.uk/internationalsupport/livingintheuk

Television licences
All UK residents, including those here temporarily, are required to hold a licence to use a television. A licence costs £145.50 per year for a colour television and can be bought from post offices or online.

If you share your accommodation, you will need a licence to use a television in a shared area, but separate individual licences must be held by each student for televisions used in your own room. Separate licences are not required if you hold a joint tenancy with someone, and you live together as one household, sharing all facilities. Documentary evidence of such an arrangement must be supplied for this to apply.

Television detector vans do come on to campus and the penalty for having a television without a licence is a fine of several hundred pounds.

You should note that it is illegal to watch live television on a laptop or PC without a licence but you are permitted to watch past television programmes available via the various television channels’ online players.

For further information or to buy a TV licence, see www.tvlicensing.co.uk

Useful telephone numbers

Operator (UK) 100
Emergency services (police, fire, ambulance) 999
The local area code for Brighton & Hove is 01273. If you are calling from outside the UK, you should omit the zero from the area code.

To make an international call you need to dial the international access code (00) followed by the country code, which is 44 for the UK.
Travelling around the UK and abroad

Studying abroad is a great opportunity to travel throughout the UK and around Europe. If you need a visa to travel (refer to page 11), make sure that you apply in plenty of time. The International Student Support team organises a variety of day trips throughout the academic year, which offer a very fun and affordable way to explore some of the most beautiful places in England. For more information refer to pages 51-52.

Rail companies and some coach and bus companies offer substantial discounts for students. When you arrive in the UK it is a good idea to read the travel cards leaflets available at stations and post offices or look at the companies’ websites, in order to decide which suits you best.

Train travel

If you are going to travel a lot by train and you are between 16 and 25 years old (or a full-time student aged 26 or older) you may wish to buy a 16-25 Railcard or a Network Railcard (both cost £30 per year) for travel within the south-east of England. Both cards offer discounts on train fares although the 16-25 Railcard may be more useful as it offers more flexibility and value for money. Discounts amount to one-third off the normal cost, but there are certain times when you cannot use the card, usually before 10am or at peak travelling times. You should therefore explain clearly when purchasing a ticket, when and what time you wish to travel and when, if necessary, you will return (if buying a return ticket). A 16-25 Railcard is particularly useful for long distance rail travel. Visit www.nationalrail.co.uk/times_fares/46540.aspx for more details.

It is worth planning your trips in advance to get the best prices. If you book in advance, travel off-peak and specify your return dates, you will often find much cheaper fares. Several retailers sell discounted rail fares online, including www.thetrainline.com

Savings can also be obtained by purchasing weekly, monthly or yearly season tickets. In particular, students qualify for the Brighton UniZone Card, which gives discounted rail travel in the Brighton area. For further details, ask at one of the local train stations when you arrive, or visit: www.southernrailway.com/tickets-and-fares/ticket-types/16
Bus travel
There are regular bus services between Brighton & Hove and the University of Sussex. Number 25 buses run between the centre of Brighton and the University, bringing passengers directly onto campus at Falmer. The journey time is approximately 30 minutes from the city centre. Bus service 23 runs from Brighton Marina to the Sussex campus. In addition, bus services 28 and 29 operate between Brighton (Old Steine) and destinations east of Falmer and stop right outside the University. There is also a night service from the city centre to the University. In general it is cheaper to travel by bus, and there are various ways of making it even cheaper – eg purchasing a return ticket or a discount card.

Further information about bus travel in the Brighton & Hove area, including bus times and details of the various bus saver tickets and student discounts available can be found at [www.buses.co.uk/tickets/student.aspx](http://www.buses.co.uk/tickets/student.aspx).

For coach travel, normally used for long distance travel, discounts of about 30 per cent are available if you buy a student coach card (for students aged 16-26), costing around £10 for a year. Further details are available at [www.nationalexpress.com/waystosave/young-persons-coachcard.aspx](http://www.nationalexpress.com/waystosave/young-persons-coachcard.aspx).

If you have any enquiries regarding local travel, contact 1 Stop Travel, a travel shop based in the city: [www.buses.co.uk/trips/onestop.aspx](http://www.buses.co.uk/trips/onestop.aspx).

International travel
You may already have an ISIC Card (International Student Identity Card), which entitles you to discounted international travel. If not, you can obtain one from STA Travel (refer to the address below or visit [www.isic.org/get-your-card](http://www.isic.org/get-your-card)). This card costs £12. Note that the card may not entitle you to discounts in and around the Brighton & Hove area.

STA Travel
38 North Street
Brighton BN1 1RH
T 0871 7029807
[www.statravel.co.uk/brighton-branch.htm](http://www.statravel.co.uk/brighton-branch.htm)

It is relatively easy and inexpensive to get to other European countries. There are a number of ‘discount’ airlines that offer cheap tickets through the internet (visit for example [www.monarch.co.uk](http://www.monarch.co.uk); [www.ryanair.com](http://www.ryanair.com); [www.easyjet.com](http://www.easyjet.com)). If you wish to take a more carbon-friendly option, it is possible to travel overland comfortably and affordably. Visit [www.seat61.com](http://www.seat61.com) for ideas.

There are some agencies that specialise in offering travel to students and these may be able to offer you special deals. If you use a travel agent, ensure that it is a member of the Association of British Travel Agents (ABTA) and/or the International Air Ticketing Association (IATA). Both these organisations scrutinise their membership thoroughly and require high standards, and can protect your purchase.

Before travelling to or from the UK, ensure that you have met the relevant immigration requirements (refer to page 11).
Extending your visa from within the UK

This section is for new students who are currently in the UK and need to extend their visa. Students may also find this section a useful reference when extending their visa in the future. If you need to extend your Tier 4 student visa from within the UK, then the International Student Advisers will be able to help you with this. Please read below for things to consider.

Useful information

You will find more detailed information on our webpages: www.sussex.ac.uk/internationalsupport/immigration/applyinginsideuk

When to apply for an extension

If you need to extend your student visa from within the UK then you will need to do this through a points-based assessment. Please remember the following important points when considering a visa extension from the UK:

• if you are applying for a visa in order to start a new course, and this course starts more than 28 days after your visa expiry date, then you will not be able to extend your visa from within the UK and will need to return home to obtain a new visa

• you cannot apply for a Tier 4 student visa in the UK if you currently have a short term student visa or a dependant visa

• if your course is less than 6 months long, your family members cannot apply to be or remain your dependants. Refer to page 9 for more information on this.

You should apply for an extension before your current visa expires if your current visa is not long enough to cover the entire duration of your course or you decide to enroll on a further course of study. If you apply after your visa expiry date you will be an ‘overstayer’ and this can have a serious impact on your registration status at Sussex and visa application. More information on this can be found here: www.sussex.ac.uk/internationalsupport/immigration/protecting

You are strongly advised to start completing your application form and start gathering your documentation at least two months before your visa expires. Please remember it often takes time to get all the required documentation.

If you are in the UK on a Tier 4 visa and switching institutions to start at Sussex, please refer to page 9 for more information on this. You will need to make a new Tier 4 application before you can register with Sussex, even if you still have time remaining on your current visa.

How to apply for a visa extension

You will find all the information that you need, including the application process and documents you will require, on our webpages: www.sussex.ac.uk/internationalsupport/immigration/applyinginsideuk

We also hold regular presentations and send out emails on these issues.
Examination re-sits and repeats of study

If you need to re-sit exams or repeat a part of your studies, you will need to contact one of our immigration advisors for more advice on your individual situation. You will also need to consider the 5 year cap rules (refer to the ‘5 year cap’ paragraph below for more information).

E immigration@sussex.ac.uk

Intermission

If you are considering intermission (taking a break) from your studies at any time, you should be aware of both the academic and immigration implications of doing so. Most students are required by law to leave the UK while they take a break from their studies and obtain a new visa to return. If you require further advice on this whilst you are at Sussex, please arrange to see one of our immigration advisors.

For more information on these issues, please visit: www.sussex.ac.uk/internationalsupport/immigration/protecting

5 year cap

Students are not usually permitted to spend more than 5 years studying degree level courses in the UK on either a Tier 4 or pre-Tier 4 student visa. There are some exceptions to this, including:

- where a student is studying a masters degree following completion of an undergraduate degree which was 4 years long, the limit is then 6 years
- degrees at doctorate level are excluded from the limit (although once your PhD has been completed, there is a maximum of 8 years cap)
- where a student has completed a degree level course in the UK and is progressing to a Graduate Diploma in Law/CPE this course is then excluded from the limit.

Time spent on repeat years will be included in the cap but time spent on intermission (when you are temporarily withdrawn from your course) will not. The 5 year cap is complex and requires detailed advice from an International Student Advisor. If you think the cap may affect you, please contact us and we can help you further.

Dependants

Tier 4 students can usually extend their Tier 4 dependants’ visas at the same time as their own; providing they still meet the rules for having dependants with them in the UK (refer to page 9 for more information on this). For more information on who can extend their dependants’ visas and how (including for babies born in the UK), please refer to this very useful UKCISA guide: www.ukcisa.org.uk/International-Students/Immigration-/Dependants

Monitoring and reporting

As a licensed sponsor, the University is responsible for collecting copies of students’ passports/visas and for notifying UK Visas and Immigration (UKVI) if a student does not register as expected, withdraws or is withdrawn from their course after arriving (eg if they are in debt to the University), defers or suspends their studies or does not keep good attendance during their studies. It is very important to have a good attendance record if you wish to apply for a visa extension.

Please refer to page 10 in this guide and our website below for more details regarding your responsibilities as a Tier 4 student and our Tier 4 sponsor duties: www.sussex.ac.uk/internationalsupport/immigration/protecting

Useful information

This immigration information is correct at the time of going to print. However, immigration rules change regularly. For the latest information and updates please visit: www.sussex.ac.uk/internationalsupport/immigration
You may find that the style of teaching and learning in the UK is different from that in your home country. At Sussex we place a lot of emphasis on the development of your critical, analytical and problem-solving skills. We will expect you to do substantial work outside the classroom, and to take a high level of responsibility for your own studies. Below you will find some useful advice on studying here and where to get help if you need it.

UK academic culture
It may take some time for you to adjust to studying in the UK. Academic culture and expectations vary according to the subject and the level of study. However, here are some general trends that you may notice:

• you often work independently, studying on your own for significant periods of time
• you are expected to develop critical judgment, which means an ability to assess whether an argument is coherent and well-supported by evidence
• learning factual data is important, but in higher level courses a critical approach is considered key to mastering the subject.

Know what is required
It is important to know what you need to do to fulfill the course requirements. Understanding this is the key to effective working. For example:

• how long is the required piece of work? Are footnotes/diagrams included in this length?
• is a piece of work being formally assessed and what proportion of your marks does it constitute?
• what is the deadline for submission of the work? Deadlines at Sussex are very strictly enforced.

This information should be included in the course handbook (syllabus), which you will be given at the beginning of your studies.
**Lecture notes**

Many lecturers provide an outline of the content of the lectures either in a hand-out or via Study Direct. If you have the outline in advance, it will be useful to print this out and take it to the lecture. You can then annotate it with additional material and questions that occur to you. You will need to make some notes, but you don’t need to take down every word. Remember:

- if there is something you don’t understand, make a note to ask your tutor afterwards, in a tutorial or office hour. Keep your notes in order in a file, and make sure, immediately after the lecture, that they are clear enough for you to use them later for study and review

- don’t worry if you find it difficult to understand the lecturer. This will get easier as you get used to their style and, if you are not a native speaker, as your English improves. Some of your lecturers may record audio or video from your lectures and upload this on Study Direct. You can then watch this after the lecture to check any information that you may have missed.

**Seminars**

Seminars can be challenging if you are not used to this kind of teaching. Don’t worry, many other students feel the same initially. Participating actively in seminars is an important part of the learning process, so try to contribute even if it seems difficult at first. You may find it helpful to make notes before the seminar of any points you would like to raise. If you are having difficulty in seminars, discuss this with your tutor.

**Reading**

On most courses you will be given a reading list. You will not usually be expected to buy or even read every book and journal article on the list. Items on a book list may contain:

- essential, ‘core’ basic reading or reference material for the course
- an overview of the subject or background information
- useful information for a specific topic or piece of work.

Check with your tutor which books are essential for you to buy. Most books will be available in the Library, but ‘core’ texts may be difficult to borrow because everyone on the course needs them. Second-hand books are available in the bookshop, and are also advertised on notice boards around campus. Also, many journal articles are available through the electronic library for download. It is usually best to take
notes as you read, starting with the title, author, and any other reference material (e.g., date published). Try to avoid copying out large sections from the text. Make a note of the main points and summarise arguments in your own words. If you copy out a section of the text, put it in ‘quotation marks’ so that you know to reference it properly if you use it in your work (see section on plagiarism, opposite).

Sources of advice and help
If you have a question or problem with your studies you should first talk to the course tutor or convenor, or your academic advisor. Most tutors have a weekly office hour, a designated time when they are available to see students. It is best to seek advice early rather than wait for a problem to become serious. Student Life Advisors are available to discuss more general problems, either personal or related to study skills, that may be affecting your work. The Student Support Unit is available to advise on specific learning difficulties (e.g., dyslexia, disabilities, mental health or autism spectrum conditions). The Sussex Centre for Language Studies offers a range of Academic Development workshops covering both language and academic study skills. One-to-one tutorials are also offered. For more information please visit www.sussex.ac.uk/languages/english/acaddev

Helpful information on study skills is available on the Study Success at Sussex (S3) website: www.sussex.ac.uk/s3

Plagiarism and academic misconduct
All assessment exercises, including assessed coursework that contributes to a final mark for a course, are governed by strict rules about collusion, plagiarism and other forms of misconduct. Definitions of the major forms of misconduct are as follows:

1. **Collusion** is when students work together on assignments that should be completed alone. For some assignments, you may be required to work together and even submit joint/group work for assessment, but usually you must submit work that is entirely your own. A student who helps another produce work is guilty of collusion, along with the student who has benefited from their help. The course documentation should clearly state which assignments, if any, can be done in collaboration with others and whether that includes producing a joint piece of work or only the preparation for it. You must only work together on producing an assignment if the course specifically allows it. Otherwise this is collusion and is an offence.

2. **Plagiarism** is when you use other people’s work and do not acknowledge that you have done so by citing the sources. If you copy sentences, phrases or expressions without saying where you have found them then it is plagiarism; if you paraphrase someone and don’t say where the original came from, this is plagiarism. Listing the source in the bibliography isn’t good enough. Each time you use a source you have to say so. Word-for-word quotations must either be in quotation marks or indented, and be fully referenced. If you don’t correctly indicate in the text every time you have used someone else’s work, this is plagiarism.
3. Fabrication of results or observations in practical or project work constitutes an offence.

4. Misconduct during unseen examinations includes having access to, or attempting to gain access to, any books, memoranda, notes, unauthorised calculators or other material, except such as may have been supplied by the invigilator or authorised by official University bodies.

5. Personation is where someone other than the student prepares the work submitted for assessment. This includes purchasing essays, commissioning someone else to write an assessment or asking someone else to sit an examination.

Academic Development: English Language and Study Skills

When you move to the UK from another country you may find the academic culture is very different and you may wish to continue to develop your language and study skills. To help you adapt and learn, SCLS run tutorials, drop-in sessions and workshops on areas of Academic Culture, Academic Practice (study skills) and Academic Language. These are for students completing their full degree at Sussex and studying in English as a second language.

For more information visit: www.sussex.ac.uk/languages/english/acaddev and register to access these services here: www.sussex.ac.uk/languages/english/acaddev/register

For further information about studying in the UK, visit www.prepareforsuccess.org.uk
This is an interactive website for international students getting ready to study in the UK.

There are set procedures for hearing cases of suspected academic misconduct and those found guilty may be disqualified or be liable to penalties. The number of international students found guilty of plagiarism (particularly involving essays found on the internet) or collusion has increased recently. You should be aware that modern software makes such cases easy to detect and that this is regarded seriously in the UK. You should seek advice if you have any questions about Sussex’s regulations. Visit the following webpages for further information on resources and guidance for students about academic misconduct:
www.sussex.ac.uk/s3/?id=33 and referencing
www.sussex.ac.uk/s3/?id=37
University contacts

If you or your family need to contact the International Student Support Office from home, you can phone us 9am to 5pm Monday to Friday. See below for telephone contact details. If you have an emergency outside these times you can contact the Security Office in York House. Please note that the international country code for the UK is +44 and you will need to omit the 0 in the area code (01273 for Brighton area) when dialling from overseas.

Development and Alumni Relations Office, Mantell Building
T Internal: 8258
T External: 01273 678258
F 01273 877002
E alumni@sussex.ac.uk
www.sussex.ac.uk/alumni

Dentist
T External: 01273 605555
E dentalcarefalmer@btconnect.com

Emergency contact number (on campus only)
T Internal: 3333
T External: 01273 873333
For all emergencies off campus dial 999

Health Centre
T External: 01273 249049
F 01273 249040
E admin.unimed@nhs.net
www.unimed.co.uk

Housing Services, Bramber House
T Internal: 8220
T External: 01273 678220
F 01273 678696
E housing@sussex.ac.uk
www.sussex.ac.uk/accommodation
International Student Support, Bramber House  
T Internal: 8422  
T External: 01273 678422  
(answerphone outside office hours)  
F 01273 678640  
E international.support@sussex.ac.uk
www.sussex.ac.uk/internationalsupport

Postgraduate Admissions Office, Sussex House  
T Internal: 7773  
T External: 01273 877773  
F 01273 678545  
E pg.applicants@sussex.ac.uk
www.sussex.ac.uk/admissions/pg

Research Student Administration Office, Sussex House  
T Internal: 6550  
T External: 01273 876550  
E researchstudentoffice@sussex.ac.uk

Security, York House  
T Internal: 8234  
T External: 01273 678234 (24 hours)  
E security@sussexestatesfacilities.co.uk
www.sussex.ac.uk/ser/services/security

Student Accounts, Sussex House  
T External: +44 (0)800 8494979  
F 01273 877367  
E studentaccounts@sussex.ac.uk
www.sussex.ac.uk/finance/services/feesandincome/studentaccounts

Student Systems and Records Office, Bramber House  
T Internal: 7093  
T External: 01273 877093  
F 01273 678142  
E spaenquiries@sussex.ac.uk
www.sussex.ac.uk/spa

Students’ Union Support and Advocacy Team, 1st Floor, Falmer House  
T Internal: 7038  
T External: 01273 877038  
E advice@sussexstudent.com
www.sussexstudent.com/advice

Switchboard  
T Internal: 01  
T External: 01273 606755  
E information@sussex.ac.uk

Undergraduate Admissions Office, Sussex House  
T Internal: 8416  
T External: 01273 678416  
F 01273 678545  
E ug.applicants@sussex.ac.uk
www.sussex.ac.uk/admissions/ug

University Counselling Services (UCS)  
T Internal: 8156  
T External: 01273 678156  
(answerphone outside office hours)  
E counsellingreception@sussex.ac.uk
www.sussex.ac.uk/counselling

Student Systems and Records Office, Bramber House  
T Internal: 7093  
T External: 01273 877093  
F 01273 678142  
E spaenquiries@sussex.ac.uk
www.sussex.ac.uk/spa

Students’ Union, Falmer House  
T Internal: 8152 or 8555  
T External: 01273 678152  
E reception@ussu.sussex.ac.uk
www.sussexstudent.com
Term dates 2015-2016

see also www.sussex.ac.uk/ogs/govdocuments/termdates

Autumn term
Freshers’ induction starts Monday 14 September 2015
Teaching induction (all attend) Thursday 17 September 2015
Teaching starts Monday 21 September 2015
Teaching ends Friday 11 December 2015

Spring term
Mid-year assessments Monday 4 January - Friday 22 January 2016
Teaching starts Monday 1 February 2016
Teaching ends Friday 6 May 2016

Summer term
Year-end assessment period Thursday 12 May to Friday 10 June 2016

Graduation ceremony
Summer 2016 Monday 18 July - Friday 22 July 2016

Public holidays in England 2015-2016

2015
25 December Christmas Day
26 December Boxing Day

2016
1 January New Year’s Day Holiday
25 March Good Friday
28 March Easter Monday
2 May May Bank Holiday
30 May Spring Bank Holiday
29 August Summer Bank Holiday
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We would like to acknowledge the help of the many contributors and UK Council for International Student Affairs (UKCISA) for their assistance in providing information. Although every care has been taken to ensure that the information is accurate, the University cannot accept any responsibility for omissions or errors.

This guide is intended to assist you in preparing for your time at Sussex and to serve as a reference during your stay in the UK. Please note that this guide does not cover the programmes and academic requirements of the University. This information can be found in the University prospectuses and syllabuses, www.sussex.ac.uk/study

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