International students
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.

It is divided into four main sections:

• Before you leave home – all the things you need to do and think about before you travel to Sussex to start your studies
• Arriving in the UK – what to expect at the airport and travelling to Sussex
• After you arrive at Sussex – what to do when you arrive at Sussex, what to expect during induction and an introduction to our support services
• Useful information – covering helpful contacts, terms dates, maps and an index for this guide.

Use the checklists to make sure you have done all the things you need to 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.

international.support@sussex.ac.uk
sussex.ac.uk/internationalsupport
Alternatively you can Like us on Facebook: InternationalStudentSupportUniversityofSussex
or follow us on Twitter: USIntStudentSup
Immigration matters

This section will help you understand UK immigration processes and explain about working in the UK. You’ll find more information on our immigration advice webpages, with links provided within each section.

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.

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 9.

If you are a non-EU/EEA national and your course of study will last longer than six months, you should apply for a Tier 4 student visa. You should also do so if your course of study will be shorter than six months but you would like to work part-time whilst studying.

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.

This immigration information is correct at the time of producing this guide (May 2016) but UK immigration rules and policies are often amended at short notice. Therefore, you are advised to also check our website 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. 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 sussex.ac.uk/internationalsupport/immigration/applyingoutsideuk

Before you leave home

Before you leave home

Before you leave home
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

1. You must apply online, unless you are from Cuba or North Korea. The Tier 4 application fee is £338, paid as the equivalent in your local currency. Some Visa Application Centres (VACs) charge an additional ‘user pays fee’ of £25. For more details visit gov.uk/tier-4-general-visa

2. 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):
   go.gov.uk/find-a-visa-application-centre

3. You will need to submit your printed application form and supporting documents either in person at your appointment or by post.

4. 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.

5. When you submit your application you will need to pay the Tier 4 application fee. You can pay this online or in person at any Visa Application Centre or branch of the Post Office. You can also pay by cheque or postal order, in sterling or euros, made payable to the UK government. For more details please visit the GOV.UK website.

6. Your CAS Statement will include the list and amount which is issued to you by the University. 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:

LENGTH OF COURSE | COURSE FEES AND LIVING COSTS
---|---
Nine months or less | Course fees and £3,015 for each month of the course
More than nine months | First year of course fees and £9,135 to cover your first year in the UK

1. CAS (CONFIRMATION OF ACCEPTANCE 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

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

Students who intend to study in certain science or technology-based subjects are required to obtain a clearance certificate, which is sometimes called an ‘academic-technology approval certificate’ (ATAS). Students who intend to study in certain science or technology-based subjects are required to obtain an ATAS certificate. If this applies to you, and you are applying for a Tier 4 visa, you have to provide evidence of your qualifications or their money when they apply for a Tier 4 visa. UVIU 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 sussex.ac.uk/international/support/academic-technology-approval-scheme.

It is very important that you are considered 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.

2D. LOW RISK NATIONALS

Nationalities are required 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 sussex.ac.uk/international/support/academic-technology-approval-scheme.

2E. MONEY HELD IN A BANK ACCOUNT OWNED BY YOUR PARENTS OR GUARDIAN

You need to show evidence that the funds are genuinely available for the purpose of funding your study and living costs in the UK. A bank statement in the name of your parent or guardian is required. You will need to provide evidence of their earnings and assets, and it should be clear that you will be able to cover your course fees and living costs. 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 £1,265 paid to the University towards accommodation costs can be deducted from the amount of maintenance required.

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.
USEFUL INFORMATION

All documents must be originals and meet the UKVI Tier 4 policy guidance: 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.

sussex.ac.uk/internationalsupport/immigration/applyingoutsideuk

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 your country’s website for up-to-date information on the countries that require a medical certificate as part of a visa application: gov.uk/tb-test-visa

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

Applications for visas that are more than six months long also include a ‘Immigration Health Surcharge’. The cost of this is based on the length of the visa that you are applying for. The surcharge is calculated as £150 per year for each year of your visa. If your visa includes part of a year that is six months or less you will be charged an additional £75 for this period. If your visa includes part of a year that is more than six months, you will have to pay £150 for this period. You can use the Immigration Health Surcharge tool on the Home Office website to check how much you will have to pay (immigration-health-surcharge.service.gov.uk/checker/type). The Tier 4 application form will calculate the amount that you need to pay and ask you to pay it before you can complete your Tier 4 application. Once you have done this you will receive an email containing your IHS reference number. This number will automatically be included on your Tier 4 application form cover sheet.

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.

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 how to collect your BRP.

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. 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.

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): researchstudentoffice@sussex.ac.uk
- Visiting and exchange students: sussexabroad@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 will 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.

sussex.ac.uk/internationalsupport/immigration/applyingoutsideuk
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 a government-sponsored student taking a course which lasts 6 months or more.
• 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 a dependant and for more detailed immigration regulations:
• visit our website for more information on the application process: sussex.ac.uk/internationalsupport/immigration/shorttermstudy
If you are eligible to bring family dependants unless:
• you are a government-sponsored student taking a course which lasts 12 months or more, or
• 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.
Also, visit our website for more information on who can come to the UK as a short term student and for details on the documentation you will need to show on arrival in the UK.

USEFUL INFORMATION
Visit: sussex.ac.uk/internationalsupport/immigration/shorttermstudy for more information on who can come to the UK as a short term student and other useful information.
Visit: sussex.ac.uk/internationalsupport/immigration/protecting for more information on protecting your Tier 4 status when in the UK.

IMMIGRATION FOR UK/EU 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: gov.uk/eea-registration-certificate

The UK Government will be holding a referendum on the UK's membership of the EU on 23 June 2016. As we do not know the outcome at the time of publishing this guide (May 2016) please check our website after this date for further information.

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.
You will need funds to cover your living expenses while you are studying at Sussex. Here is some advice to help you budget in preparation for living and studying 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.

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 between at least £915–£1300 each month for the full academic year 2016/2017, 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.

**Checklist**

- Confirm funding arrangements
- Make a budget plan
- Pay housing pre-payment (if applicable)
- Decide method of payment and pay tuition and accommodation fees
- Arrange currency/ travellers cheques to cover your expenses for the first few weeks until your bank account is open
- Open a bank account (once in the UK)
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 sussex.ac.uk/residentialservices/residences.

### KEY LIVING COSTS PER WEEK

| **Rent on campus** | £65.50  
| (shared) | £150.01  
| **Mobile phone** | £6-£10  
| **Food and household goods** | £35-£40  
| **Laundry** | £5  
| **Local travel (based on a 90-day bus pass)** | £8.85-£12.50  
| **Insurance (personal)** | £1.10-£3.64  
| **Books and equipment** | £7-£12  
| **Clothing** | £7-£12  
| **Leisure/entertainment** | £15-£40  
| **Total** | £149.45-£283.15  

*This is the range of rents for the academic year 2016/17 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).

For further details visit sussex.ac.uk/catering/munchmoney.

Please note, however, that food prices in the UK may be much higher than you are used to.

### TRAVEL

Traveling 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 sussex.ac.uk/studentlife/centre/funding/budgeting/budgettravel.

Waking 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 sussexstudent.com/recyclebikehire.

International Student Support have created several travel guides for local travel. For full information visit sussex.ac.uk/international/support/livingintheuk/travelling.

### 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. 

moneysupermarket.com or  
gocompare.com/gas-and-electricity  
can be helpful in 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 notebazaar 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 (ebay.co.uk).

### TRAVEL

Traveling 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 sussex.ac.uk/studentlife/centre/funding/budgeting/budgettravel.

Waking 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 sussexstudent.com/recyclebikehire.

International Student Support have created several travel guides for local travel. For full information visit sussex.ac.uk/international/support/livingintheuk/travelling.

### 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 sussex.ac.uk/international/support/livingintheuk.

### INTERNET ACCESS

Details of membership for Students’ Union sports clubs can be found on 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.

### CHILDREN

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 £49 and £56 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).

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 £49 and £56 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).

### 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.

Details of membership for Students’ Union sports clubs can be found on 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.

### CHILDREN

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 £49 and £56 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).

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 £49 and £56 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).

### 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.

Details of membership for Students’ Union sports clubs can be found on 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.

### CHILDREN

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 £49 and £56 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).

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 £49 and £56 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 letting agency, you will usually have to pay an admin fee of approximately £150 and a holding fee to secure the property (approximately £200).

Waren 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 2016’ guide found here: sussex.ac.uk/internationalsupport/livingintheluk/shopping

Kitchen utensils – if you are living on campus, welcome packs containing basic kitchen equipment are available from York House reception, priced at £38 (2015-16 price). Examples of where to find inexpensive homeware can be found in our ‘Student Shopping in Brighton & Hove 2016’ guide found here: sussex.ac.uk/internationalsupport/livingintheluk/shopping

Bedding – if you are living in University-managed accommodation you will be able to buy a bedding pack (including duvet and sheets) for £38 (2015-16 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/flats. These currently cost £145.50 per year. Visit 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 41 for further information).

Visa fees – you should renew your Sussex student iD card and consider purchasing an NUS (National Union of Students) Extra card for £12 (visit 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.

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 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.

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 sussex.ac.uk/studentlifecycle/funding/budgeting

There are also money management tips on the Students’ Union website at sussexstudent.com/news/article/usss/new-years-resolutions-2015-manage-money-better

The International Student Calculator is another useful tool to help you plan and manage your money for your studies in the UK. Visit international.studentcalculator.org

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

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 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 sussex.ac.uk/direct

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 (see page 25 for further information).

HOM MUCH WILL MY TUITION FEES COST?

The fees for the academic year 2016-2017 can be found at 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 sussex.ac.uk/study/money/fees

PAYING BY INSTALMENTS

If you are paying by credit or debit card, and you are self-funding (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 sussex.ac.uk/finance/services/feesandincomestudentaccounts

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 sussex.ac.uk/studentlifecycle/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

For information please visit sussex.ac.uk/studentlifecycle/funding/americansstudentloans

14

BUDGETING FOR LIFE IN THE UK

15
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 you to pay your money directly into a UK account
- You cannot set up direct debits (eg 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 which one 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 pay for goods in shops and online). Take the time to consider the different bank account options before making a decision.

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

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:

- If you are 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.

PROOF OF IDENTITY

- Current passport or EU identity card.
- 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 online before you arrive at sussex.ac.uk/ internationalsupport/ money/bankletter or from International Student Support on arrival at Sussex.

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 will be offering account opening sessions during induction week.

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 some other banks usually come onto campus during welcome week. Further details will be available in our pre-arrival information.

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 barclays.co.uk
(Also has a branch on the University campus.

Co-operative Bank co-operativebank.co.uk
(Half of the branches have bank notes.

Halifax halifax.co.uk

HSBC hsbc.co.uk

Metro Bank metrobankonline.co.uk

Lloyds lloydsbank.com

NatWest natwest.com

Royal Bank of Scotland rbs.co.uk

Santander santander.co.uk

TSB tsb.co.uk

16

BUDGETING FOR LIFE IN THE UK

THINGS TO CONSIDER BEFORE YOU COME TO THE UK

Start looking at bank accounts in the UK before you come to Sussex so that you can decide which bank account you would like to open as soon as you arrive.

Look into the possibility of applying for a UK bank account online before you come to the UK.

Ask if your own bank has a special relationship with a bank in the UK and whether they can help you with setting up an account.

Make sure that you bring with you to the UK all the necessary documents that you will need in order to open an account (for example, your original offer letter from Sussex. Refer to further details on page 32).

You can request a bank letter online from International Student Support sussex.ac.uk/internationalsupport/ money/bankletter
HOW LONG DOES IT TAKE TO OPEN AN ACCOUNT?
Some accounts can be opened quickly (within a few days), but others may take longer. During busy periods, such as September, you may have to wait a number of weeks before being able to get an appointment with your chosen bank, and then have to wait further time before the account is fully functional. Therefore you should 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 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.

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 ukcisa.org.uk/Information–Advice/Living-in-the-UK/Opening-a-bank-account

If you have any questions about opening a bank account, please contact International Student Support 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 with you. 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 TO SEND PAYMENTS TO
Where possible, use the SWIFT system. Money sent in this way can be collected in cash or paid direct into an account.

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.

USEFUL INFORMATION
In some countries the transfer of funds to another country is illegal without government permission. You 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.

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 a significant proportion in interest. We would advise against entering into this type of arrangement.

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.
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 insurance for travel and 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.

Everyone who is eligible to do so, should register with a doctor as soon as possible after arriving in the UK. For more information on how to do this, refer to the registration section on page 41.

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 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.

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 41).
coming to the UK. If you are a Swiss national or a national of one of the member states of the European Union who has come to 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 27.

MUPPS 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.

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 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 meningococcal disease (strains A, C, W and Y). 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, a new vaccine against infection by meningococcal group B bacteria is currently only available in the UK (for babies, and not young people). 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.

Endsleigh website at endsleigh.co.uk

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 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.

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 £8.40 per prescription) which is payable to the pharmacist dispensing the drugs. Charges are also made for dental and optical treatments.

USEFUL INFORMATION

Visit ukcisa.org.uk/Information--Advice/Living-in-the-UK/Health-and-healthcare for a useful guide and more information on health in the UK.
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.

**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 +44 (0)1273 678220 housing@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 sussex.ac.uk/residentialservices/faq/allocations.

You can also join our Facebook group for families: facebook.com/groups/sussexunifamilies

The demand for family accommodation is high and, when applying, you will be placed on a waiting list until a suitable flat becomes available.
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, 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 included with the tenancy agreement. 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 sussex.ac.uk/counciltax.

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.

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 sussex.ac.uk/study/accommodation/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.

These checks will need to be carried out within 28 days of the tenancy starting if the tenant has a limited time to stay in the UK.

Copies of your documents will be made and kept for the duration of the tenancy and 12 months after the end of the tenancy. Do not let original documents be taken away and kept.

For further information on this, including a full list of documents that can be used, please visit the government website: www.gov.uk/private-renting/document-checks

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 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
+44 (0)800 028 3571
endsleigh.co.uk

Cover4students
+44 (0)844 826 2042
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 sussex.ac.uk/counciltax.

USEFUL INFORMATION

Housing Services
University of Sussex
Bramber House
Falmer, Brighton
BN1 9QU
+44 (0)1273 678220
housing@sussex.ac.uk

More information on housing is available on our website: sussex.ac.uk/study/accommodation

New students information: sussex.ac.uk/study/accommodation/apply

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

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.

ACCOUNTING

You will receive details of your address in your accommodation offer letter.

ACCOUNTING

26
Before bringing your family (partner and children) to live with you during your studies, you need to consider accommodation, immigration, finances and childcare. If you do bring your family to Sussex, you should make your preparations well in advance.

You can find further information in this guide on accommodation for your family (page 25) and immigration for your dependants (page 8). Here is some more information about other issues that you need to think about:

**SCHOOLS IN THE LOCAL AREA**

In the UK, children aged 5-18 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: brighton-hove.gov.uk/content/children-and-education/school-admissions/

**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 8 for more details on the immigration requirements for dependants and page 25 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.

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: brighton-hove.gov.uk/content/children-and-education/school-place

**OTHER SUPPORT FOR STUDENT PARENTS**

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

**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. 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: sussex.ac.uk/languages
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.

For more information and to apply, visit: buddyscheme.com
Find us on Facebook: facebook.com/sussexbuddyscheme

MAKING CONNECTIONS

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: facebook.com/groups/580157815473512

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 2016-17 accommodation Facebook groups will soon be available here: sussex.ac.uk/residentialservices

We want to help you settle into life at Sussex quickly. 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.

“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

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:

facebook.com/InternationalStudentSupportUniversityOfSussex
twitter.com/USIntStudentSup

Making connections
WHAT TO PACK

What to pack

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.

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.

We recommend that you take photocopies of all of your important documents eg 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, which 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 14).

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 not 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 25-27).
☐ 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 3-9). 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 23).
☐ Arrange travel insurance for your trip to the UK, and health insurance if you need it (page 23).
☐ Budget for your time in the UK. You will need enough money for airfares, tuition fees, accommodation costs, living and other expenses (pages 11-15).
☐ Arrange some currency for the UK (pages 18-19).
☐ 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 16-18 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 16-18).
☐ 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 2016 (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 37-38). If you want to use our free coach transfer service from Heathrow airport, you can book onto this from 1 June 2016.
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 32 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: sussex.ac.uk/internationalsupport/immigration/shorttermstudy

(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 9 for more details). Check your visa stamp is correct – it should state short-term student (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 3-9 for further information on immigration.

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.

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.

ARRIVING IN THE UK
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 navigate the procedure:

- green means ‘nothing to declare’
- red means ‘goods to declare’
- blue is for EU 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 declare them to the customs officer by going through the red channel. 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 may be 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.

- Note: if you travel to the UK via another EU airport, you may have to pay duty on your belongings, particularly personal computers, but you can subsequently claim this back.

**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.

**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 gov.uk/bringing-food-animals-plants-into-uk

**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 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.

**MEET-AND-GREET SERVICE**

During our main welcome and arrival weekend (Saturday 10 and Sunday 11 September 2016), 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 out.

**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 sussex.ac.uk/findus/overseastravel

**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.

**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.

**FROM LONDON HEATHROW AIRPORT**

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.

- “It’s daunting to come to a new country not knowing much. It was really comforting to know that the staff and student helpers were going to be there to help me get to school.”

**HARRIET, INTERNATIONAL STUDENT 2014**

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.

**ARRIVING IN THE UK**

**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.

**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.

**FROM LONDON HEATHROW AIRPORT**

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.

- “It’s daunting to come to a new country not knowing much. It was really comforting to know that the staff and student helpers were going to be there to help me get to school.”

**HARRIET, INTERNATIONAL STUDENT 2014**

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.
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 nationalexpress.com.

The coach will take you to the Port of Dover, 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 this page. The fare to the University should be around £12.

**TAXIS IN BRIGHTON & HOVE**

There are many taxis 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.

Citytaxis: +44 (0)1273 205205

Streamline Taxis: +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.

**USEFUL INFORMATION**

Trains at the weekend are 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 nationalrail.co.uk.

Remember you will have to carry your own luggage at some point, so make sure that you are able to carry it yourself. Our meet-and-greet coaches, as well as the public coaches, all have luggage restrictions 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.

**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 £2.70), 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 day from Falmer 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.

**FRESHERS’ INDUCTION**

You will enjoy a range of activities across campus organised by the Students’ Union and University. Induction includes academic-based events, Students’ Union social events, plus much more to help you settle into life at Sussex.

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 sussex.ac.uk/international/support/arrival.

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

**ARRIVING IN THE UK**

**Welcome events and checklist**

We want to ensure your time at Sussex begins in the best possible way. We run events to make you feel at home immediately and offer advice on the things you need to do to help you settle in.

**CHECKLIST**

- Call home to let your family and friends know that you arrived safely.
- Pick up a copy of the International Students’ Getting Started Guide 2016 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 2016).
- 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 41 for more details.
- Register with the Health Centre (page 41).
- 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 – page 15).
- If you have a Tier 4 visa for another UK 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 application before you can register. Please refer to the ‘Switching institutions’ section on page 8 for more details.
- Open a bank account. Refer to pages 16-18 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.
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 at the beginning of September, 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.

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 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 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 careuk.com/brighton-station-health-centre

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: 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.

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 pages 8-9 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 8 for further details.
The University provides a range of student support services to help you navigate any academic and personal challenges you encounter, and to ensure that you get the most out of your time at Sussex.

INTERNATIONAL STUDENT SUPPORT

International Student Support 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 Advisers 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
• 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 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-UniversityofSussex and Twitter: USIntStudentSupport

ONE WORLD WEEK

In March each year One World Week at Sussex celebrates the rich cultural diversity of our campus community and showcases the global opportunities that studying at Sussex provides. Activities in 2016 included opportunities to find out about working and studying overseas, a language café, debates, food celebrations, international film screenings, cookery demonstrations, a live music showcase, sport sessions, competitions and exhibitions.

“The staff were very helpful and pleasant. They answered all my questions and told me all I needed to know. They made me feel very comfortable.”

DUNJA, INTERNATIONAL V&E STUDENT 2016
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 sussexstudent.com/union

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 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 sussex.ac.uk/sport

For information on joining a sports club go to sussexstudent.com/sport

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, Fairer House
01273 877038
advice@ussu.sussex.ac.uk
sussexstudent.com/advice

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 sussexstudent.com/inter

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.

sussex.ac.uk/wellbeing

If you have any queries related to health or wellbeing please email healthandwellbeing@sussex.ac.uk

STUDENT SUPPORT UNIT

The Student Support Unit is where the University’s dyslexia, disability, mental health and autism spectrum advice and support services can be found.

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:
01273 877466 or
studentsupport@sussex.ac.uk
sussex.ac.uk/studentlifecentre

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 ongoing 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:
01273 877466
studentsupport@sussex.ac.uk

“Everybody at the University has been incredibly helpful. They really made me feel like I can come with any problem and it won’t bother them to help me.”

MICHAELA, INTERNATIONAL
V&E STUDENT 2016
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. 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 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 sussex.ac.uk/counselling/calm for details.

RESIDENTIAL ADVISORS

Students living in University-managed accommodation will be supported by a Residential Advisor (RA). RAs are students who have lived in University accommodation for at least one year and are trained in a variety of 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 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

Please contact your School or Department for further information.

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 Monday to Thursday 8am to 8pm and Fridays 8am to 6pm. Outside of term time the Meeting House is open 8am to 4pm. Tea and coffee are 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: 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: sussex.ac.uk/chaplaincy/othercentres

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: sussex.ac.uk/languages/english

For more information on teaching and learning at Sussex, please refer to pages 57-59.

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 sussex.ac.uk/careers or refer to the Careers and Employability Centre section on page 61.

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.

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

IT SERVICES

IT Services provide computing and network facilities to help you study successfully, including over 800 computers for students to use, many available 24/7. You can also connect your own computer and mobile devices to the campus wi-fi and get access to printing, training courses and free software. The University app, SussexMobile, has useful information like your timetable and Library loans. The IT Service Desk provides support and guidance on using the technology at Sussex and if you have problems connecting to the internet, you can take along your laptop or phone for help getting online. For more detailed information about these services, visit sussex.ac.uk/its
Settling into life in the UK

Living in a new culture is exciting but can also feel different to what you are used to. 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 staff and students 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 taking 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 smoke 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.advice@sussexstudent.com, or the Welfare Officer 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, 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 international student events you 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 page 46 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 44. 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.

ALTERNATIVE SOURCES OF INFORMATION

- The International Office at the University of Sussex has a range of resources available online to international students and staff.
- The University of Sussex Student Union offers support and advice for international students.
- The British Council provides useful information and resources for international students.

Visit the UCISA website for useful tips on how to deal with culture shock: ucsisa.org.uk/Information-Advice/Preparation-and-Arrival/Facing-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 International Student Support 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 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 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: ukcisa.org.uk/Information-Advice/Living-in-the-UK/Driving and gov.uk/browse/driving

CAR PARKING

Parked in the UK can be expensive. There are 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 sussex.ac.uk/uf/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 37-38 and 52-53).

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 Friday-ad.co.uk
In addition, the Students’ Union runs a bike hire scheme: sussexstudent.com/recyclebikehire

The roads around Brighton can be confusing and dangerous. Unlike in some other parts of the world drivers often do not slow for pedestrians. Everyone needs to think carefully about how they move around the city and make sure they concentrate fully and do not get distracted when crossing the roads.

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 (phone 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 that 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 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.

USEFUL INFORMATION

After dark there is a safety escort facility for any member of staff or student anywhere on campus as well as to and from Falmer Station. To book this service, please telephone the Security Office on 01273 678234 – giving as much notice as possible.

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 cooperate but you are not obliged to say anything. You should 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 postoffice.co.uk

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 their 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 tvlicensing.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 sussex.ac.uk/internationalsupport/livinginthekuk.

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. The International Student Support team organises a variety of day trips throughout the academic year, which offer a fun and affordable way to explore some of the most beautiful places in England.

**RAIL TRAVEL**

If you are going to travel a lot by train and you are between 16 and 25 years old, a **16-25 Railcard** may be useful as it offers cheaper fares. 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 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 services and ticket discounts available can be found at nationalrail.co.uk/tickets/student.aspx

For coach travel, normally used for long distance rail travel, discounts of about 30 per cent are available if you buy a coach ticket for students aged 16-26, costing around £10 for a year. Further details are available at national-express.com/ways-to-save/young-persons-coachcard.aspx

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

**COACH TRAVEL**

For coach travel, normally used for long distance rail travel, discounts of about 30 per cent are available if you buy a coach ticket for students aged 16-26, costing around £10 for a year. Further details are available at national-express.com/ways-to-save/young-persons-coachcard.aspx

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

International Student Support have created some very helpful bus and train travel guides. Further details are available at sussex.ac.uk/internationalsupport/livinginthecountry/travelling

**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 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
0871 7029807
stattavel.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 monarch.co.uk;ryanair.com; easyjet.com;). If you wish to take a more carbon-friendly option, it is possible to travel overland comfortably and affordably. Visit seat61.com for ideas.

**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 (e.g. 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.
- For more information on what to do if you lose your visa, please see sussex.ac.uk/internationalsupport/immigration/lost
- 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: sussex.ac.uk/internationalsupport/immigration/travelling
Extending your visa from within the UK

If you are applying to Sussex but are already in the UK and need to extend your visa, then the International Student Advisors can help you.

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 8 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: 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 8 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: 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 time limits on study in the UK rules (refer to the paragraph below for more information).

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: sussex.ac.uk/internationalsupport/immigration/protecting

TIME LIMITS ON STUDY IN THE UK

Students are not usually permitted to spend more than 5 years 11 months 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 time limit but time spent on intermission (when you are temporarily withdrawn from your course) will not (provided your visa is canceled). The limit is complex and requires detailed advice from an International Student Advisor. If you think it 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 8 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: ukcisa.org.uk/Information--Advice/Visas-and-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 8-9 in this guide and our website below for more details regarding your responsibilities as a Tier 4 student and our Tier 4 sponsor duties: sussex.ac.uk/internationalsupport/immigration/protecting

USEFUL INFORMATION

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

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: sussex.ac.uk/internationalsupport/immigration
Studying at Sussex

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.

AFTER YOU ARRIVE AT SUSSEX

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 handout 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.

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.
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 (eg 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 (eg 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: sussex.ac.uk/languages/english/acaddev

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

ACADEMIC INTEGRITY

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. For further guidance please check your module handbook which will explain what extent of working together with other students is allowed.

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 is not 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.

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 invoking 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:

- sussex.ac.uk/s3/3/?Id=33
- sussex.ac.uk/s3/3/?Id=37

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 (Student Life Advisors) 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 about Academic Development and how to access workshops and tutorials visit: sussex.ac.uk/languages/english/acaddev

This is an interactive website for international students getting ready to study in the UK.

Visit the following webpages for further information on resources and guidance for students about academic misconduct:

- sussex.ac.uk/s3/3/?Id=33
- sussex.ac.uk/s3/3/?Id=37
Working in the UK

This section contains advice on employment in the UK, including details of your eligibility to work and your working rights.

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 an official work permit in the UK. If you do apply to UKVI for permission to work in the UK by making a CRL application (unless they meet the criteria for exemption). For more information on how to apply, visit: 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: ukcisa.org.uk/Information–Advice/EEA–Swiss-Students/Working. 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 ‘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. Final year undergraduate students and 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 per week until they have no further academic commitments. You can find out full details here: 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.

DEPANDANTS

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).

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: sussex.ac.uk/careers/gettingexperience/placements and sussex.ac.uk/internationalsupport/working/workplacements

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.

DEPANDANTS

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 sussex.ac.uk/internationalsupport/working/workingduringstudies

CAREERS AND EMPLOYABILITY CENTRE

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 sussex.ac.uk/careers

After you have an offer of employment, you will need to obtain a National Insurance number from the Department for Work and Pensions. Contact the JobCentre Plus for an appointment: +44 (0)845 604 3719. Further information will be found at sussex.ac.uk/careers/jobs/tax

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 Centre, 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.

01273 678429 careers@sussex.ac.uk sussex.ac.uk/careers

USEFUL INFORMATION

sussex.ac.uk/internationalsupport/working

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 +44 (0)845 604 3719. They will tell you what documentation you will need to bring to your appointment. The application usually takes around six weeks and is free of charge.
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.

If you have an emergency outside these times you can contact the 24-hour campus security office.

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
Internal: 8236
External: 01273 678258
alumni@sussex.ac.uk
sussex.ac.uk/alumni

DENTIST
External: 01273 605555
dentalcarefalmer@btconnect.com

EMERGENCY CONTACT NUMBER (ON CAMPUS)
Internal: 3333
External: 01273 873333
For emergencies off campus dial 999

HEALTH CENTRE
External: 01273 249049
admin.unimed@nhs.net
unimed.co.uk

HOUSING SERVICES
Bramber House
Internal: 8220
External: 01273 678220
housing@sussex.ac.uk
sussex.ac.uk/accommodation

INTERNATIONAL STUDENT SUPPORT
Bramber House
Internal: 8422
External: 01273 678422
(answerphone outside office hours)
international.support@sussex.ac.uk
sussex.ac.uk/internationalsupport

POSTGRADUATE ADMISSIONS OFFICE
Sussex House
Internal: 7773
External: 01273 877773
pg.applicants@sussex.ac.uk
sussex.ac.uk/admissions/pg

RESEARCH STUDENT ADMINISTRATION OFFICE
Sussex House
Internal: 6550
External: 01273 876550
researchstudentoffice@sussex.ac.uk

SECURITY
York House
Internal: 8234
External: 01273 678234 (24 hours)
security@sussexestatesfacilities.co.uk
sussex.ac.uk/sesf/services/security

STUDENT ACCOUNTS
Sussex House
External: +44 (0)800 8494979
studentaccounts@sussex.ac.uk
sussex.ac.uk/finance/services/
feesandincome/studentaccounts

STUDENT SYSTEMS AND RECORDS OFFICE
Bramber House
Internal: 7093
External: 01273 877093
spaenquiries@sussex.ac.uk
sussex.ac.uk/spa

STUDENTS’ UNION
Falmer House
Internal: 8152 or 8555
External: 01273 678152
reception@susu.sussex.ac.uk
sussuestudent.com

STUDENTS’ UNION SUPPORT AND ADVOCACY TEAM
First Floor, Falmer House
Internal: 7038
External: 01273 877038
advice@sussexstudent.com
sussuestudent.com/advice

SWITCHBOARD
Internal: 01
External: 01273 606755
information@sussex.ac.uk

UNDERGRADUATE ADMISSIONS OFFICE
Sussex House
Internal: 8416
External: 01273 678416
ug.applicants@sussex.ac.uk
sussex.ac.uk/admissions/ug

UNIVERSITY COUNSELLING SERVICES (UCS)
Internal: 8156
External: 01273 678156
counsellingreception@sussex.ac.uk
sussex.ac.uk/counselling
Term dates 2016-2017

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

**AUTUMN TERM**
Freshers’ induction starts Monday 12 September 2016
Teaching starts Monday 19 September 2016
Teaching ends Friday 9 December 2016

**SPRING TERM**
Mid-year assessments Monday 5 January - Friday 20 January 2017
Teaching starts Monday 30 January 2017

**SUMMER TERM**
Year-end assessment period Thursday 11 May - Friday 9 June 2017
Teaching ends Friday 5 May 2017

**GRADUATION CEREMONY SUMMER 2017**
Monday 18 July - Friday 22 July 2017

**PUBLIC HOLIDAYS IN ENGLAND 2016-2017**

**2016**
25 December – Christmas Day
26 December – Boxing Day

**2017**
1 January – New Year’s Day Holiday
14 April – Good Friday
17 April – Easter Monday
1 May – May Bank Holiday
29 May – Spring Bank Holiday
28 August – Summer Bank Holiday
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, sussex.ac.uk/study

The information contained in this guide was correct at the time of going to press (May 2016).

Design by Bank Design

USEFUL INFORMATION

Packing, 32-33
Parking, 49
Plagiarism, 59
Police registration, 14, 41
Post offices, 51
Prescription drugs, 32
Private accommodation, 26
Public holidays, 64
Registration, 41
University, 41
doctor/dentist, 41
police, 41
Residential advisors, 46
Resitting exams, 54

Safety, 50-51
Schengen visas, 53
Scholarships, 15
Schools, 28
Security, 50-51
Short term student visa, 9
Smoking, 48
Student discounts, 12, 14, 52-53
Student Life Centre (SLC), 45
Student Mentors, 46
Student Support Unit, 45
Students’ Union, 44
Study support, 57-59
Support and Advocacy Team (Students’ Union), 44
Sussex Centre for Language Studies (SCLS), 29, 46, 59
Switching institutions, 8

Taxis, 38
Teaching, 57-59
Telephones, 13, 51
Television licences, 14, 51
Term dates, 64
Tier 4 general student visa, 3-9, 54-55, 60
Trains, 37-38, 52
Transferring money to the UK, 18-19
Travel
international, 53
local and national, 52-53
to University, 37-38

Utility bills, 12

Visas, 3-9, 54-55, 60-61
Visa refusals, 7

Welcome and information programme, 39
Working, 60-61
Work placements, 60
Worship, 46