

**ONCAMPUS  
COVENTRY**

**Coventry**  
University 

# **PRE ARRIVAL GUIDE 2018/19**



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# WELCOME



Dear Student

Welcome to **ONCAMPUS** Coventry, we are very much looking forward to meeting you.

**ONCAMPUS** is part of Cambridge Education Group. We offer international students the opportunity to study international foundation programmes with English language, in preparation for undergraduate and postgraduate study at Coventry University. We are sure you will quickly settle in to life at **ONCAMPUS** and understand the study options available to you in the future.

**Ross Wainwright – Centre Director**  
rwainwright@oncampus.global



**Julie Jenkins - Student Recruitment & Support Officer (Compliance)**  
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**Hannah Stanworth - Head of Accommodation and Welfare**  
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# VISA INFORMATION

## Immigration

If you are from outside the European Economic Area (EEA) you will need to apply for entry clearance, more commonly known as a visa, before travelling to the UK. To check if you need a visa - please visit <https://www.gov.uk/check-uk-visa>

As an international student planning to take a full-time course in the UK, it is likely you will need to apply for a Tier 4 (General) student visa. Find out more at <https://www.gov.uk/tier-4-general-visa>

Visa and immigration rules change frequently, so please make sure you contact the nearest British Diplomatic Post to get up to date information on the visa application process, requirements, fees and supporting documents. We can provide support and guidance to students who are already in the UK; so if you have any questions, please contact the centre.

## Applying for your Tier 4 (General) student visa

To apply for a Tier 4 (General) student visa you need to provide a CAS (Confirmation of Acceptance for Studies) number. We will send you this number on a 'CAS statement', once you fulfil the conditions on the offer of a place to study and pay your deposit /full fees.

Once you receive your visa, please inform the Admissions Team by email [admissions@oncampus.global](mailto:admissions@oncampus.global) or by phone - +441223 345698. We need this information to prepare for your arrival.

## Biometric Residence Permit (BRP) card

When your visa application is successful and your course is longer than 6 months, you will receive a 30-day Entry Clearance sticker in your passport. This allows you to travel to the UK. You will need to collect the actual visa - Biometric Residence Permit (BRP) once you arrive in the UK.

### Where do I collect my BRP card from?

Your Decision Letter (sent to you with your passport upon a successful visa application), will include details of the place you need to go to collect your BRP card. It will be one of two places.

If you have used the centre's ACL code (written on your CAS statement), your BRP card will be at your **ONCAMPUS** centre to collect when you enrol.

Otherwise, the BRP card will be at the local Post Office and you will need to collect it before you enrol.



### **Arriving late and withdrawal from your course**

You will need to enrol at **ONCAMPUS** Coventry on the day your course starts. This date is in your CAS statement. If you are delayed and have to travel later, you must let the Admissions Team know. This is very important because we need to inform UK Visas and Immigration (UKVI) if you cannot arrive on time.

### **Withdrawing from your course**

If you change your mind about joining our course or there are any circumstances that prevent you from studying with us, please inform the Admissions Team as soon as possible, so we can cancel your CAS.

### **What should i do if my visa is refused?**

If your student visa application is refused, please email our Admissions Team ([admissions@oncampus.global](mailto:admissions@oncampus.global)) and Compliance Team ([visahelp@ceg-uk.com](mailto:visahelp@ceg-uk.com)). Please include the full copy of the refusal notice, so we can advise you on what to do next.

### **Parental Consent for U18s**

If you are under 18 you need to provide Parental Consent Form, signed by your parents, in support of the visa application. Please also carry it with you upon arrival in the UK. If you do not have a copy of the form, please contact our Admissions Team before making your visa application.



# WHAT TO EXPECT ON ARRIVAL IN THE UK

## Immigration on your arrival



### Passport Control

When you arrive at your port of entry you will need to pass through immigration so follow the signs to Passport Control. The Immigration Officer will ask you about the purpose of your visit to the UK and will look at the following documents:

- ▶ Passport
- ▶ Bank statements
- ▶ Confirmation of Acceptance for Studies (CAS) letter
- ▶ Original academic documents and their official translations (for any documents that are not in English)
- ▶ IELTS Certificate
- ▶ Proof of accommodation - CONFIRMATION of Accommodation letter
- ▶ Proof of financial support & any fee payments made
- ▶ TB Certificate (if applicable - please [click here](#) for listed countries)

The immigration officer may ask you questions about your reasons for studying in the UK. It is important that you answer these questions in detail, politely and keep calm. Make sure you have all your supporting documents in your carry-on luggage if you are flying to the UK; you will not have access to your luggage until you have cleared immigration. Failure to show the right documents will result in delays.

Watch this video from the UK Border Control which contains important information about entering the UK: <https://www.youtube.com/watch?v=X8kSbweNiUA&feature=youtube>

Students from some countries may be asked to have a chest x-ray before collecting your belongings

If you experience any problems at Passport Control, please contact Julie Jenkins, ONCAMPUS Student Recruitment & Support Officer on +44 (0) 2477 655430 or contact our emergency number below.

If you need to contact centre staff in an emergency outside of office hours please call +44 (0)7850 711941

# HOW TO GET HERE



## Taxi

Please contact us at [liveincoventry@oncampus.global](mailto:liveincoventry@oncampus.global) or telephone us on +44 1223 447761 if you would like to make a taxi booking. Our Pre-Arrival Student Coordinator will be pleased to make the booking on your behalf and send you the confirmation. Our trusted drivers will meet you at the arrivals gate at the airport and take you straight to your destination. You can pay for your taxi in advance or when you arrive at college, so you will not need to have cash ready for the driver.



## Arrival Date

Students should arrive in the UK on the weekend before the arrival date, please check your CAS statement or Confirmation of Enrolment for further details. You should arrive at the Priory Building, Priory Street, Coventry, CV1 5FB on the day of enrolment. If you have any questions then please do not hesitate to contact us.



## How to get to your campus

All London Airports and Birmingham International Airport have excellent travel links into Coventry. For details on how to get to **ONCAMPUS** please see maps and directions at:

<https://www.oncampus.global/uk/campuses/coventry-university/welcome.htm>



### Travelling from Birmingham International Airport:

Local Bus service: Number 900, cost approx £2.40, 45 minute travel time. Trains from Birmingham International Airport to Coventry will cost £2.60 for a single ticket, and take 10 minutes on an express service, for more information go to [www.nationalrail.co.uk](http://www.nationalrail.co.uk). To get to the train station from the main airport terminal you should use 'sky train', ask for directions from the information desk.



### Travelling from central London and London Airports:

Coach services: Heathrow Airport 'National Express' coach service costs around £30. The travel time is normally 2 hours. Visit [www.nationalexpress.com](http://www.nationalexpress.com) for more details. Gatwick Airport 'National Express' coach service costs approximately £30. Travel time is between 3 and 4 hours. Visit [www.nationalexpress.com](http://www.nationalexpress.com) for more details. Trains from London cost from £40.00. Travel time from Euston is between 1 - 2 hours. Visit: [www.nationalrail.co.uk](http://www.nationalrail.co.uk) for more details.

# ACCOMMODATION

We have a wide range of accommodation to offer our students, from single rooms to premium studio flats. Below is a brief summary of what we have to offer. If you would like further details or a booking form then please contact [liveincoventry@oncampus.global](mailto:liveincoventry@oncampus.global).

All accommodation is subject to completion of a booking form, advanced rent payment of £2000 and a £250 damage deposit (refundable after you have checked out).


Information regarding bedding is sent to students along with their Booking Confirmation documents



## PRIORY HALL

Located just 1 minute away from **ONCAMPUS** - And less than 5 minutes from shops and a large supermarket.

**1 MINUTE AWAY** 

 **Single study bedrooms** with a workspace, desk, chair, wardrobe and wash basin.

**Shared bathroom** and toilet facilities.

**Catered - 10 meals per week** Monday - Friday (breakfast and dinner) available at The Hub food court.

**Shared kitchenette** available for preparation of light snacks.



**A large communal study room** and common room with pool and table tennis available.

## BISHOPGATE

**BRAND NEW** September 2018, Bishopgate offers spacious en-suite rooms for students.

**¾ sized bed** with a large study desk & chair. Wardrobe, bookshelf and drawers provide lots of storage space.




**Access to a large shared kitchen** and living area space to prepare meals and socialise with friends.

**Fantastically located** in the centre of Coventry, just an 8 minute walk to **ONCAMPUS**

**With a large supermarket** and shops within a 5 minute walk, it is a great choice of accommodation.



## SINGER HALL

 **Single study bedrooms** with a workspace, desk, chair, wardrobe and wash basin.

**Access to a large shared kitchen** and living area space to prepare meals and socialise with friends.



**Shared bathroom** and toilet facilities.



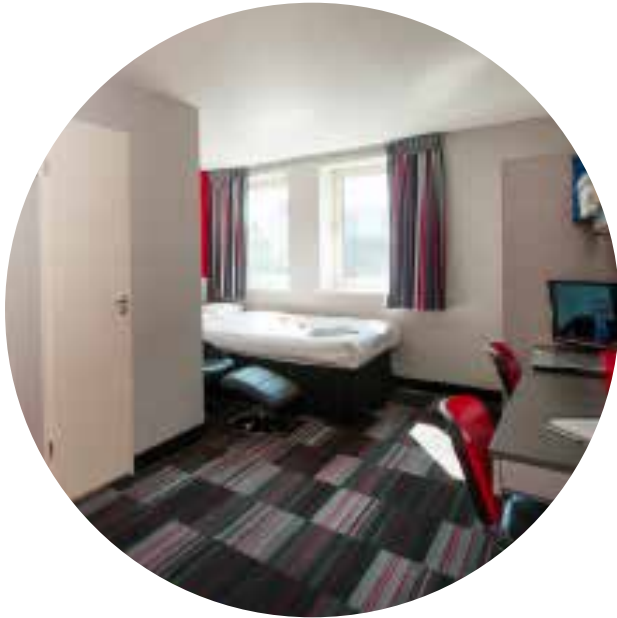
**Communal social space** with study room and also SKY TV  
**Just an 8 minute walk** from **ONCAMPUS** and 10 minute walk from shops and a large supermarket.



\*Priory Hall, Bishopgate, and Singer Hall are all owned and managed by Coventry University



# PRIVATE ACCOMMODATION



## STUDY INN

**Luxurious and comfortable** student flats with a private bathroom and kitchen are a popular choice.

**Located just a 5 minute walk** from **ONCAMPUS** and opposite the shopping centre.

**Choose** from a generous sized deluxe flat or upgrade to the larger deluxe plus which also includes a lazy boy recliner chair.

**All rooms have weekly cleaning** with fresh bed linen and towels delivered.

**Kitchens are fully equipped** with pots and pans, utensils, cutlery, plates, cups, oven/ microwave, rice cooker, toaster, and kettle.

**You also have access** to the gym and steam room, TV lounge, table tennis and conference study room.

## PARADISE PLACE

**Newly built** en-suite rooms for September 2018

**Good sized rooms** with a private bathroom in a vibrant student community.

**Access to a modern shared kitchen** with comfortable eating and relaxation space.

**Indoor and outdoor social spaces** to enhance a positive study and living experience.

**ONCAMPUS** and the city centre both located within a 10 minute walk.

**Common room** with a large screen TV and games console.



\*Study Inn is owned and run by Study Inn

\*Paradise Place is owned and run by AXO Student Living

[Visit our website for prices](#)

**PLEASE CONTACT LIVEINCOVENTRY@ONCAMPUS.GLOBAL FOR MORE INFORMATION**

# WHAT TO DO WHEN YOU ARRIVE



**Check in to your accommodation and get settled prior to coming for enrolment.** If you have not yet arranged for accommodation, please contact [liveincoventry@oncampus.global](mailto:liveincoventry@oncampus.global)



You will need to be at the centre no earlier than **9:00 am** on the first day of term.



Please come to Priory Building with your **passport, visa** and **original documents used to apply to study with us** (as found on your CAS letter) and we will begin the enrolment process.



Enrolment involves entering your details into our system, creating your timetable of classes and giving you further information about your classes and the activities we have planned for you during your first week on campus.



# FINANCE

We want to make paying your fees as easy as possible. You have paid your deposit and secured your place. See below for details of your payment plan for the remainder of your programme. Tuition fees for each term of study at the Centre are due two weeks prior to the start of the term of study. All fees are payable in GBP (pound sterling).

## Payment Deadlines\* for your course:

- £4,665/£4,995 (if lab based) before the start of first term
- £4,665/£4,995 (if lab based) before the start of second term
- £2,365/£2,665 before the start of third term (£4,665 less £2,300 deposit)

\*This is a guide only, your full payment plan is available on request, please contact Reception for further details.

## Fees can be paid via the following

### a. International bank transfer

**ONCAMPUS** has partnered with flywire as a fast and easy way to make international payments. This is the best way to send funds from overseas. By using flywire you can be sure that your funds arrive on time and that **ONCAMPUS** will always receive the correct amount.

Payment by this method also means you do not have to pay any bank charges, which can be expensive; with flywire the rates are clear so you can always be sure about the total cost of the transaction.

Over 40 currencies are available and they offer competitive foreign exchange rates. If you need help, they are always contactable. Please be aware that the process may still involve making a transfer through your bank.



# FINANCE

## **b. Credit card (including Visa/Mastercard) or debit card**

We do not accept American Express.

The following information is required:

- card number
- expiry date
- three-digit security code (from the signature strip on the back of the card).

To make a payment using this method, please call our Finance team on +44 (0)1223 447794

## **c. Direct transfer of funds**

Please see your pre-arrival information packs for bank account details.

An additional GBP12 must be transferred with the fees to cover bank charges.

**Important:** A payment reference must be provided so the college can identify your funds have arrived safely. This is your CEG number e.g CEG08012345. This reference means that we can then allocate the funds against your invoice accordingly. Failure to include a reference may mean we have to contact you again to establish proof of payment.

**Please note:** non-payment of fees can result in you being suspended or withdrawn from the programme.



# TERM DATES

## Academic Year 2018/19

### International Foundation Programme

24 September 2018 - 9 June 2019  
07 January 2019 - 16 August 2019  
25 March 2019 - 14 December 2019

### International Year 1 Programme

24 September 2018 - 9 June 2019  
24 September 2018 - 16 August 2019  
07 January 2019 - 16 August 2019

### Master's Qualifying Programme

24 September 2018 - 9 June 2019 (3 terms)  
24 September 2018 - 14 December 2018 (1 term)  
24 September 2018 - 15 March (2 term)  
7 January 2019 - 9 June 2019 (2 terms)  
7 January 2019 - 16 August 2019 (3 terms)  
25 March 2019 - 9 June 2019 (1 term)  
25 March 2019 - 16 August 2019 (2 terms)  
10 June - 2019 - 16 August 2019 (1 term)

### English Language Preparation (1,2 or 3 Terms)

24 September 2018 - 14 December 2018/15 March 2019/9 June 2019  
07 January 2019 - 15 March 2019/9 June 2019/16 August 2019  
25 March 2019 - 9 June 2019/16 August 2019

**Late arrival:** Please inform us of your arrival plans and flight details as soon as you have them. If you think you will arrive late you must tell us as soon as possible, as we may need to inform the UKVI. Please send all this information to [admissions@oncampus.global](mailto:admissions@oncampus.global) or call +44 (0)1223 345698.

**Students are advised to check with the Centre Director before booking their travel back home at the end of each term particularly at the end of the course in case it is necessary to remain in order to receive results and be advised of next steps in your study plan. This could be two weeks after the official end of your course.**



# SAMPLE TIMETABLE

## Induction

Day and Date	Induction Activity	Time
Monday	<b>Biometric Residency Permit Card Collection &amp; Individual Enrolment Appointment Times Issued</b>	10:00 – 16:00
Tuesday		
Wednesday	<b>Campus Tour</b> Come and explore Coventry University's fantastic campus! <b>Tour by foot</b> - 45 minutes	1.00pm – 2.00pm
Thursday	<b>Student ID Card Collection</b> - Coventry University	10.00am
	<b>City Tour</b> Look around Coventry city to experience its history (& shopping!) <b>Tour by foot</b> – 1 hour	1.00pm – 2.00pm
Friday	<b>Induction Presentation: Welcome to ONCAMPUS!</b> These talks will cover important areas such as student support, attendance, schedules and accommodation to settle you in to life at <b>ONCAMPUS!</b>	09:00am – 11.00am
	<b>Campus Tour</b> Come and explore Coventry University's fantastic campus! <b>Tour by foot</b> - 45 minutes	1.00pm- 2.00pm

# SAMPLE TIMETABLE

## Academic

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00-11:00	English for Engineering	Physics	Engineering		Pure Mathematics
11:00-13:00	Self Study: Revise for upcoming exam	Self Study	Pure Mathematics	English for Engineering	Self Study: work on coursework
13:00-14:00	Personal Tutorial				
14:00-16:00	Pure Mathematics		English for Engineering	Engineering	
16:00-18:00	Go out for dinner with friends		Physics	Engineering	Physics

The timetable above is a sample timetable to give you a better idea about how your week will be organised. Your timetable will depend on which programme you have chosen to study.

Before you arrive, it is good for you to understand more about the programme you will follow. This information can be found on our website [www.oncampus.global](http://www.oncampus.global). Click on the programme you are coming to study and you will find more information about what you will study.

# WHAT TO BRING WITH YOU



You **MUST** make sure that you bring with you all the documents you will need to enrol:

- **Confirmation of Acceptance for Studies (CAS) letter**
- **Passport with valid visa**
- **Proof of payment OR sponsorship letter**
- **Original supporting academic documents (for example, High School certificate, IELTS, academic transcripts and for any documents not in English, official translation)**

**Important:** You will need to show your **ONCAMPUS** enrolment documents to the Immigration Officer on arrival so make sure you bring this in your hand luggage.

## **Money**

International students cannot open a UK bank account before enrolment. However, your home bank may have links to a UK bank which would make money transfers to the UK and opening a bank account much easier. It is a good idea to bring some cash with you for your first few days in the UK for immediate expenses. We recommend approximately £200 to £500 in cash and £300 in travellers' cheques. We advise you to limit the amount of cash you bring into the UK (for security reasons) and avoid carrying cash and personal documents in the same bag (e.g. passport, travellers' cheques, etc.).

## **Loot**

This is a smart alternative to a traditional bank account. With Loot, international students get an account and their own visa debit card, and it takes less than ten minutes to set up.

Family and friends can send money from home to the UK using TransferWise. Using your Loot account number and sort code, the money will be deposited straight into your account. You can also send and receive money from accounts within the UK too. For further information log onto <https://loot.io/>.

## **Clothing and other items**

You should have enough warm clothing for your flight and subsequent journey. Several layers of lightweight clothes are better than a single shirt or dress.



It is probably cheaper and easier to buy warm winter clothing in the UK, rather than in your home country (Bedding can be purchased in the City Centre). It is worth bringing items of your national dress to wear at social events, and photographs of family and home may be of interest to new friends who would like to learn about other cultures. It is useful to bring some passport-sized photographs of yourself.

### Luggage

You will have a baggage allowance, which will be shown on your air ticket; this is usually from 20kg with a restricted weight of 32kg per single item of luggage. Only essential personal possessions may be brought in addition to research materials. You may be charged for excess baggage if you exceed the baggage allowance, so check with the airline before you leave if you are not sure of your allowance. You should make a list of everything you bring. Advice on importing personal effects and goods into the UK may be obtained from HM Revenue and Customs ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)).

### Preparations for your course

Some courses require you to write a dissertation or seminar papers. If you are on such a course you should bring with you important documents relating to your own country, which may not be available in the UK. If you want to bring items of high value such as a computer or audio equipment, you should also bring receipts showing when and where they were purchased. British customs officials may ask you to certify that the equipment is for your own use and that you are not importing it permanently.

### Climate

The UK has a temperate climate, with few extremes. But the weather here is famously changeable, so be prepared. It can be quite wet and cold in the winter, (roughly November to March). A warm topcoat, hat, scarf, gloves and an umbrella are a good idea. It also gets dark early. Summers can occasionally be showery and overcast, but are mostly pleasant and rarely extremely hot. The days are long and it stays light until late in the evening.

Term	Average temp (max °C)	Average temp (min °C)	Average temp (max °F)	Average temp (min °F)	Total rainfall (mm)	Total rainfall (inches)
March to May (Spring)	18	7	64	45	199	8
Jun to Aug (Summer)	25	14	78	57	194	8
Sept to Nov (Autumn/Fall)	18	9	64	48	274	11
Dec to Feb (Winter)	9	3	48	38	305	12

# CHECKLIST

## Preparing to come to Coventry

- Make sure you have a valid passport
- Satisfy conditions of offer (if applicable)
- Obtain visa
- Apply for accommodation
- Have medical examination and vaccinations (if applicable)
- Arrange medical/travel insurance

\*Documents including:

- Offer Letter
- IELTS certificate or original English language test result
- CAS Statement (if required)
- Original supporting academic documents (this is needed to fully register and enrol on your course)
- Financial documents used in your visa application
- TB certificate (If applicable, please click here for listed countries)

## Before you leave

- Arrange your transfer to Coventry if you are travelling independently
- Buy currency
- Decide how to pay for your tuition fees
- Decide how to pay your accommodation fees/pay accommodation deposit
- Pay tuition fee deposit (if applicable)
- Check your luggage allowance and pack your luggage appropriately
- Have you put the emergency telephone numbers into your mobile phone (to be put in your hand luggage)?
- Photographs from home, address and phone numbers of friends and family, adaptor for UK electricity sockets?
- Pack all relevant original documentation or certified copies\*
- Pack your documents for medical registration
- Register electronics on [www.immobilise.com](http://www.immobilise.com)

## When you arrive in Coventry

- Tell your family you have arrived
- Enrol at the Centre\*\*
- Arrange payment of tuition fees
- Open a bank account
- Register with doctor/health centre
- Register with the police (if applicable)
- Attend induction



\*\*When you enrol it is important to remember to bring the following documents with you:

- Original passport and visa
- Original academic/ school certificates
- Original English test certificate (IELTS and Pearson).

## **ONCAMPUS Reception Office**

The Reception Office deals with a range of student enquiries ranging from finance to accommodation.

Our office is open Monday to Friday from 8.30 to 6.00pm.

### **Location**

**ONCAMPUS** Coventry  
Priory Building  
Priory Street  
Coventry  
CV1 5FB

Emergency contact number: +44 (0)7850 711941  
Email: [coventry@oncampus.global](mailto:coventry@oncampus.global)