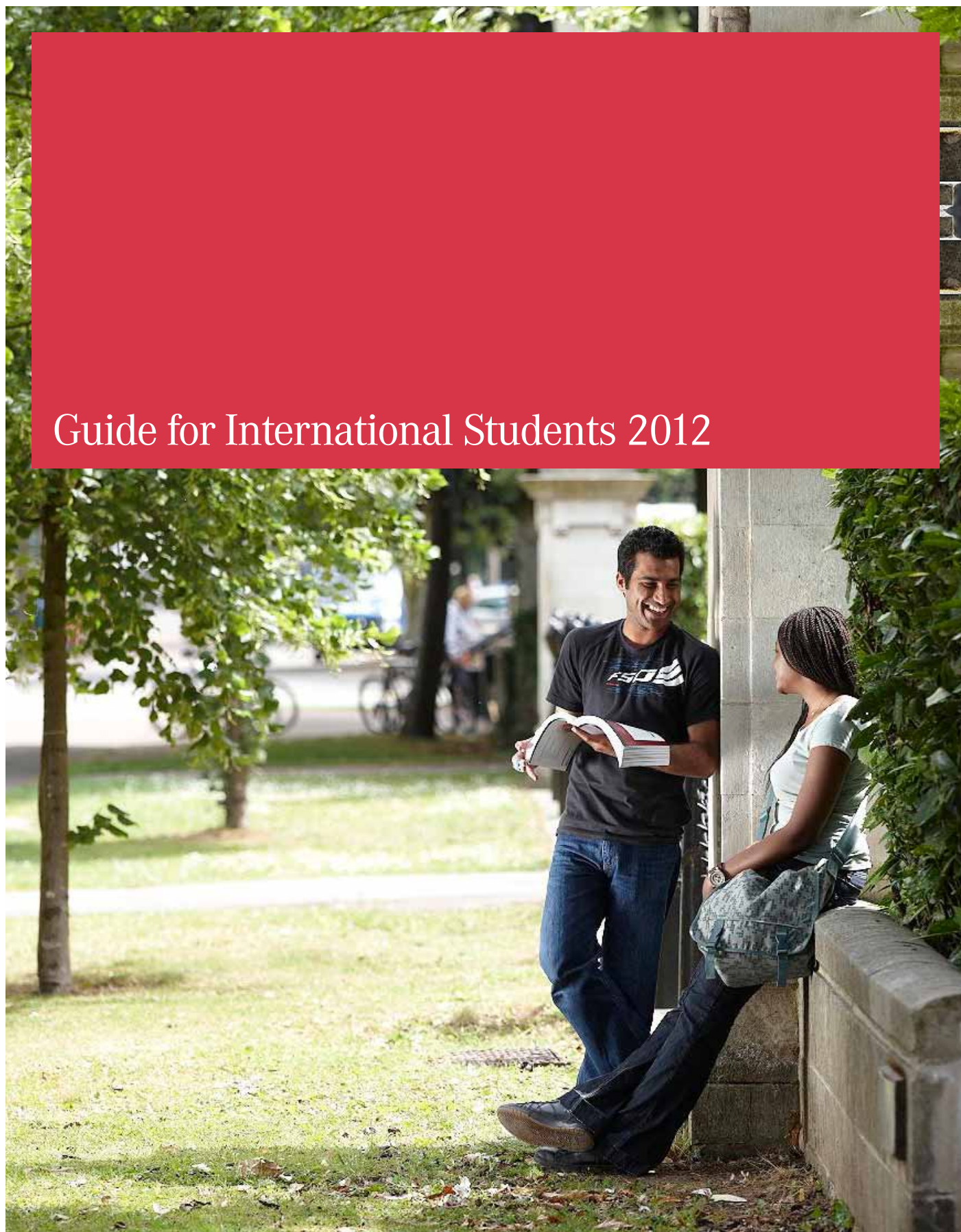


## Guide for International Students 2012



# Your arrival checklist

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## Need help?

If you are uncertain about what to do, have any worries in the first few weeks of term or if you want advice before you come to Cardiff, we will be very happy to help you.

### International Office

Email: [international@cardiff.ac.uk](mailto:international@cardiff.ac.uk)  
 Tel: +44 (0) 2920 87 4432  
 Campus map ref: 60.

### International students arrival website

For full updated information you should regularly visit the website:  
[www.cardiff.ac.uk/international/arrive](http://www.cardiff.ac.uk/international/arrive)





## *Hello and Welcome*

*We are delighted that you have decided to study at Cardiff University and look forward to you joining us soon.*

*We know that you will have many things to arrange before you come to Cardiff and it is sometimes difficult to know where to start. We hope that the International Guide will help you in your preparations and give you an idea of what to expect when you arrive.*

*This Guide also contains contact details of many people who will be able to offer you help and support throughout your studies. Please feel free to contact any of them now or drop in and see them once you are in Cardiff - they are there to help you.*

*We look forward to meeting you!*

Dr Rachel Jones and  
The Cardiff University International Office Team

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## Visas & Immigration

*To study at Cardiff University you must hold a valid visa which entitles you to study at this University.*

- *If you are currently in the UK on a Tier 4 visa for another university or college then you must make an application for a new Tier 4 visa before you enrol at Cardiff University.*
- *If you are currently in your home country you must make an application for "entry clearance" or for a Tier 4 (General) student visa at the British Embassy closest to where you live.*

You should wait until you have obtained your visa before you book any non-refundable travel tickets.

Apply for your Cardiff University Tier 4 student visa as soon as you have all the required information and documentation. It can take longer than you think, often around 2 months.

*I am currently in the UK. Who can help me apply for my Cardiff University Tier 4 student visa?*

The International Student Support Team at Cardiff University can help you through the visa extension process. For more information see:

[www.cardiff.ac.uk/studentsupport/international/visaandimmigration/extendingyourstudentvisa](http://www.cardiff.ac.uk/studentsupport/international/visaandimmigration/extendingyourstudentvisa)

You can also get more help with your student visa extension if you telephone or email the International Student Support Team at Cardiff University. If you are near Cardiff, you could also book an appointment to see an International Student Advisor.

Tel: 029 2087 4844

Email: [iss@cardiff.ac.uk](mailto:iss@cardiff.ac.uk)

[www.cardiff.ac.uk/studentsupport/international/visaandimmigration](http://www.cardiff.ac.uk/studentsupport/international/visaandimmigration)

If you are in the UK, the immigration advice in this guide is not relevant for you. So make sure you contact the International Student Support Team at Cardiff University for advice and help on your student visa extension.

*I am currently in my home country. Who can help me apply for my Cardiff University Tier 4 student visa?*

Find out if there is an Educational Advisor or Agent in your country who will be able to help you apply for your student visa. See [www.cardiff.ac.uk/international](http://www.cardiff.ac.uk/international) Please note that there may be a charge for this service.

*Please note that your visa will be checked when you enrol at the University and pick up your student ID card. You will only be able to start studying at Cardiff University if you can prove that you hold or have applied for a valid visa that entitles you to study here.*

## What visa should I apply for?

Most international students need to apply for a Tier 4 (General) student visa.

Even if you are 16 or 17 years old you must apply for a Tier 4 (General) student visa and not a Tier 4 (Child) student visa.

If you are coming to study an English language course that is a maximum of 11 months, or a degree course for a maximum of 6 months, you may hear that you can come to the UK on a "student visitor visa" instead of a Tier 4 student visa. If you choose to come as a "student visitor", you will be much more restricted than if you apply for a Tier 4 student visa. You will not be allowed to do any paid or voluntary work (even if it is part of a course) and you cannot extend your stay in the UK or bring your family with you. For these reasons, it is not usually appropriate to come to the UK as a "student visitor". We recommend that you apply for a Tier 4 (General) student visa.

*The exceptions to this are:*

1

Students studying on distance learning courses who need to come to Cardiff University for an examination or to attend a short course of less than 6 months and do not want to work in the UK.

2

Study abroad students studying for less than 6 months (one semester) who will definitely be returning home after their course finishes and do not want to work in the UK.

3

Students studying on the Bridge English Language Course at Cardiff University who do not want to work in the UK.

If you want to find out about coming to the UK as a student visitor, see:

[www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student](http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student)

[www.cardiff.ac.uk/studentssupport/international/visaandimmigration](http://www.cardiff.ac.uk/studentssupport/international/visaandimmigration)



### Keep up to date with changes to the immigration rules

All our advice in this guide was correct when we published it in February 2012. However, immigration law is subject to change. Please make sure that you have the most up-to-date information by checking the following website

[www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students)

### Before you apply for your visa

Before you apply for your visa, you should carefully read the "Making a Tier 4 (General) application" leaflet produced by UKCISA: the UK Council of International Student Affairs. You can find this at:

[www.ukcisa.org.uk/student/info\\_sheets/immigration\\_uk.php](http://www.ukcisa.org.uk/student/info_sheets/immigration_uk.php)

You should also check the UK Border Agency (UKBA) website:

[www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk)

### Where do I apply for my Tier 4 student visa?

Find your home country on the UKBA country finder website:

[www.ukba.homeoffice.gov.uk/countries](http://www.ukba.homeoffice.gov.uk/countries)

- Here you will also find useful information on;
- The location of the visa application centre
  - whether you need to make an appointment at the centre or if you can complete an online visa application form
  - if you need to have a tuberculosis test before you apply
  - how long it will take to process your visa application

### When can I apply for my Tier 4 student visa?

You can apply for your Tier 4 student visa up to 3 months before the start date of your course.

Applying for your visa is likely to take around 2 months, so you must start the process early.

For information on visa processing times see: [www.ukba.homeoffice.gov.uk/customs\\_travel/visa/processing-times](http://www.ukba.homeoffice.gov.uk/customs_travel/visa/processing-times)

*Apply for your visa as soon as you have all the required information and documentation. It can often take longer than you think.*



## What documents do I need to apply for my Tier 4 student visa?

To help you decide what documents you need to submit with your visa application, we recommend that you read UKBA's "Guide to supporting documents":

[www.ukba.homeoffice.gov.uk/sitecontent/documents/out-of-country/documents-t4-gen.pdf](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/out-of-country/documents-t4-gen.pdf)

To apply for a Tier 4 general student visa you will need the following:

### 1 Your CAS number

This is your unique reference number which you use to apply for your Tier 4 student visa. This will be emailed to you from Cardiff University.

To get a CAS email you must have:

- passed all your exams and sent the University copies of your qualifications or transcripts (see below)
- been accepted for a course at Cardiff University
- checked that all the information on your CAS email is correct (see below).

Your CAS email will include your personal details, Cardiff University licence number: NB0C74WCX and address, your qualifications that you have shown Cardiff University to gain entry onto your course and details of your course.

Your CAS must not be more than 6 months old when you apply for your student visa.

If you use it after this date, your visa application will be refused.



### CHECK YOUR CAS EMAIL!

You will receive an email from Cardiff University asking you to check that all the information in the CAS email is correct. Make sure that you check that all your personal details are correct, for example, that your name is exactly the same as it appears on your passport. Also check that all your qualifications are correct, the course details that you are going to study are correct and any payments that you have made to the University are recorded in the CAS correctly.

## 2

### *Two completed visa application forms*

You will need to complete:

- Application form VAF9-PBS Migrant
- PBS appendix 8 (General) Student

Read the guidance notes and download these application forms from:

[www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/apply-outside-uk)

## 3

### *The transcripts/exam certificates/references listed in the CAS email*

You need your original transcripts/exam certificates/references showing that you have satisfied the entry requirements for your course at Cardiff University. These will be listed in your CAS email. You must submit original qualifications with your visa application. If any of the documents you are submitting are not in English, you must also include a fully certified translation by a professional translator (see below).

## 4

### *Finances – evidence that you have enough money to meet the UKBA maintenance requirements*

You need to prove that you have a certain amount of money to pay for your tuition fees and living costs in order to get a Tier 4 student visa (for more details see the Financial Maintenance Requirements information on page 07).

## 5

### *ATAS Certificate (if applicable)*

If you are coming to Cardiff for a postgraduate research or taught postgraduate course in certain science, engineering or technology subjects in the areas listed by the Academic Technology Approval Scheme (ATAS), you will need an ATAS certificate.

The ATAS certificate is issued by the UK Government and gives security clearance to study certain subjects where the knowledge gained may be used in the development of weapons of mass destruction. You can check the following website for a list of courses where you need the ATAS clearance certificate: [www.fco.gov.uk/atas](http://www.fco.gov.uk/atas)

If your course requires an ATAS certificate, it will state this in your CAS email. You must have your ATAS clearance certificate **before** you apply for your Tier 4 student visa. It can take 2 months to get this, so you must apply early. For more information see: [www.cardiff.ac.uk/studentssupport/international/visaandimmigration/atas](http://www.cardiff.ac.uk/studentssupport/international/visaandimmigration/atas)

## 6

### *Tuberculosis (TB) certificate (if applicable)*

Before applying for a visa, nationals from certain countries, including: Bangladesh, Ghana, Kenya, Uganda, Pakistan, Sudan, Tanzania or Thailand will need to be tested for tuberculosis (TB) and obtain a certificate that states they are free from infectious TB. The test includes having a chest X-ray at an accredited clinic or hospital run by the International Organisation for Migration. To check whether you need to obtain a TB certificate see:

[www.ukba.homeoffice.gov.uk/customs-travel/beforetravel/visas/applying/#](http://www.ukba.homeoffice.gov.uk/customs-travel/beforetravel/visas/applying/#)

If your country is not listed above but you are from the Indian Subcontinent, Africa or countries that have tuberculosis (TB), we recommend that you have an up-to-date chest X-ray certificate and medical report that is less than 3 months old. If you do not have this information you may have to have a chest X-ray and medical examination before you are allowed to pass through immigration at a UK airport.

## 7

### *Valid passport*

You will need to submit your passport with your student visa application. Check that it is not about to expire!

## 8

### *Passport photograph*

1 passport-sized colour photograph, not more than 1 month old. The photograph you provide with your application must be in a specific format. If it isn't, your visa application will be rejected by the immigration officials. For more information see:

[www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/photoguidance0409.pdf](http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/flr/photoguidance0409.pdf)

## 9

### *Application fee*

The application fee is £289. It is non-refundable, and must normally be paid in the currency of the country where you are applying.

## 10

### *Your biometric details*

As part of your visa application you will need to attend the British Embassy or visa application centre to have your finger prints and photograph taken.

All documents (apart from your CAS email) must be original. Scanned copies, faxes or emails are not acceptable. If any documents are not in English, the original must be accompanied by a professional translation. This translation must include the following:

- confirmation that it is an accurate translation of the original document
- the date of the translation
- the translator's full name and signature-the translator's contact details
- translator's qualifications

For more details on how to find a translator see: [www.itl.org.uk](http://www.itl.org.uk)

Click on "Translators". In the search criteria put "Humanities" in the "subject area" and "Education and Training" in the "specific area".



### *Am I a low risk national and if so what does this mean?*

You are considered to be a low risk national by UK immigration officials (UKBA) if you are from one of the following countries:

Argentina	South Korea
Australia	Taiwan (those who hold a passport issued by Taiwan that includes the number of the identification card issued by the competent authority in Taiwan)
British National Overseas	Trinidad and Tobago
Brunei	United States of America
Canada	
Chile	
Croatia	
Hong Kong	
Japan	
New Zealand	
Singapore	

If you are a national of one of these countries you do not always have to provide your qualifications or evidence of your maintenance funds. However, the Immigration Officials reserve the right to request the full range of documents in all cases. Therefore you MUST have these documents just in case.

UKBA change the list of low risk nationals annually, so please check to see if your country is still on the list:  
[www.ukba.homeoffice.gov.uk/sitecontent/documents/out-of-country/documents-t4-gen.pdf](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/out-of-country/documents-t4-gen.pdf)

### *Submitting your application*

Make sure you enclose all the documents required with your application. You should submit a photocopy of each document in addition to the original. We also recommend that you keep photocopies of the application forms and all your supporting documents for your records.

### *How long will it take to get my visa?*

For a guide to the visa processing times for your local visa application centre see:  
[www.ukba.homeoffice.gov.uk/customs-travel/beforetravel/visas/processing-times](http://www.ukba.homeoffice.gov.uk/customs-travel/beforetravel/visas/processing-times)

### *What should I check when my Tier 4 student visa is issued?*

Make sure that:

- Your name and date of birth are correct
- It is a Tier 4 student visa
- You have Cardiff University sponsor licence number on the visa: NBOC74WCX
- It starts on or before the date that you want to travel to the UK
- It does not end sooner than you expect (see below)

If there is anything wrong with your visa, ask the Immigration Officials to have it changed before you travel. It is more difficult to make changes after you have arrived in the UK.

### *How long can I come to the UK for?*

Your visa should last for the duration of your course. Immigration Officials in your home country should comply with the UKBA guidance on how long your visa should be issued. These guidance notes can be found at:  
[www.cardiff.ac.uk/studentssupport/international/visaandimmigration/visalengths/correct-lengths-of-visa](http://www.cardiff.ac.uk/studentssupport/international/visaandimmigration/visalengths/correct-lengths-of-visa)

### *When can I come to the UK?*

You will be able to come to the UK up to 1 month before your course start date if you are coming to study a course that is 6 months or more (undergraduate or postgraduate) or for a pre-sessional English language course of less than 6 months.

You will only be able to come to the UK up to 7 days before the course start date if you are coming for a course that is less than 6 months and is not a pre-sessional English Language course. Your course start date is shown on your CAS email.

### *Can my family come to the UK to help me during my first few days in Cardiff?*

If your parents, or any other family member will be accompanying you to Cardiff for a few days to help you settle into your new life, they will need to obtain a visitor visa. For more information on applying for a visitor visa see:  
[www.cardiff.ac.uk/studentssupport/international/visaandimmigration/invitingfamilyandfriends](http://www.cardiff.ac.uk/studentssupport/international/visaandimmigration/invitingfamilyandfriends)

### *Can my family live with me in the UK during my studies at Cardiff?*

Please see guidance on page 44 if you are bringing your family to settle with you in Cardiff during your studies.

### *What are the visa rules and responsibilities?*

It is important that you understand your responsibilities as an international student and comply with the immigration regulations during your stay in the UK in order to protect your immigration status. The University also has responsibilities as a licensed sponsor. You can find out more about the visa rules and responsibilities on the following website:  
[www.cardiff.ac.uk/studentssupport/international/visaandimmigration](http://www.cardiff.ac.uk/studentssupport/international/visaandimmigration)



## Financial (Maintenance) Requirements

### How much money do I need to show for my Tier 4 student visa?

You need enough money to cover your :

- \_1 Tuition fees for your first period of study. The amount will be shown in your CAS email.
- \_2 Living expenses. If the length of your course is more than 9 months (all undergraduate and postgraduate courses) you will need to show £7,200. If the length of your course is 9 months or less, you will need to show £800 for each month of the course.

### What documents should I provide as proof that I meet the financial (maintenance) requirements?

UKBA are very specific about the financial documents they accept as proof that you meet the maintenance requirements. These include:

- \_1 Cash in a bank account in your name, or in the name of your parent(s) or legal guardian
- \_2 A loan in your name
- \_3 Official financial or government sponsorship.

#### 1. Cash in a bank account

Your money must be held in cash and you must show that you have held the money in your bank account for at least 28 days prior to the date of your visa application. Property, shares, bonds, pension funds, life insurance or similar savings accounts will not be accepted.

The money must **not** be held in a bank or a financial institution which UKBA view as untrustworthy. To check if your bank is viewed as an unsatisfactory financial institutions by UKBA see: [www.ukba.homeoffice.gov.uk/sitecontent/documents/studying/financial-institutions](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/studying/financial-institutions)

#### Bank account documents required

You must provide one of the following documents:

- i) Your original **personal bank statement** must cover a 28 day period.

The date of the closing balance on your bank statement must be no more than 31 days before the date you submit your visa application.

The bank statement must show:

- your name
- your account number
- date of statement
- the name and logo of the bank
- that your bank balance has not fallen below the required amount for the full 28 day period

The required funds must be in your account up until the closing balance of the statement. If the balance has dropped below the required amount for even 1 day your visa application will be rejected.

ii) A letter from your bank including the same information as on the personal bank statement (see above).

iii) Original **Joint bank statement**, (with a relative or a friend) as long as you are named as 1 of the account holders. This joint bank statement must include the same information as on the personal bank statement (see above).

iv) Original **parental or legal guardian bank statement** including all the same information as on the personal bank statement (see above). If your parents or legal guardians are paying your fees and living expenses, you must also provide the following:

- Original legal document (or a notarised copy) stating your relationship to them. This would be either your birth certificate or certificate of adoption or court document stating the name of your legal guardian.
- Original signed and dated letter from your parent(s) or legal guardian which confirms your relationship and that they have given their consent to the money being available to you to study in the UK.

#### 2. If I am using a bank loan to finance my education, what evidence do I need to provide?

You must provide a letter from the bank confirming the loan. The loan must be in your name, not in the name of your parents or legal guardian. The bank must be regulated by an official regulatory body for your home country. The letter must be dated no more than 6 months before you apply for your student visa. The letter must show:

- Your name
- The date of the letter
- The financial institution's name and logo
- The money available as a loan
- The start date of the loan

The loan funds must be available to you

before you travel to the UK, unless the loan is an academic/student loan from your country's national government and will be given to you or Cardiff University when you arrive in the UK.

If you are an American student who is applying for a US Federal loan, you will need to submit a "Notification of Student Loan" letter with your visa application. For more details on how to apply for your Federal Aid Loan see: [www.cardiff.ac.uk/for/prospective/inter/countryspecific/americas/usa/usa-info](http://www.cardiff.ac.uk/for/prospective/inter/countryspecific/americas/usa/usa-info)

#### 3. What documents do I need to provide if I have an official financial or government sponsorship?

UKBA define an official sponsor as:

- Your country's government or the UK government
- British Council
- Any international organisation
- Any international company
- Any University

If your "official financial sponsor" is paying all your tuition fees and living expenses, you do not have to provide separate evidence of your savings. However, you must provide a letter confirming that your sponsor will pay all your tuition fees and living expenses. The letter must be on official letter-headed paper and must not be more than 6 months old.

The letter must show:

- Your name
- The date
- Name and contact details of your official financial sponsor
- Length of your sponsorship (start and end date)
- The amount of money they will give you or confirmation that they will cover all your tuition fees and living expenses
- The official stamp of the organisation

If your sponsor only pays some of your costs, you will need a letter from them (as above) and proof that you have enough money yourself to meet the rest of the maintenance requirement (e.g. personal bank statements).

#### Bank Statements

You must write the closing balance in pounds sterling on your bank statements using UKBA's official exchange rate website: [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic)



More information  
on paying your  
fees is available  
on page 22.

## Deductions to Financial Requirements

### *Can I show a reduced amount of money if I was studying recently in the UK?*

Yes, but only in very limited circumstances. You only have to prove you have 1 year's tuition fees and £1,600 (i.e. living costs for 2 months) if

- You have a current Tier 4 student visa that has not yet expired, and
- Your new course at Cardiff University starts within 1 month of the expiry date of your current visa and
- The course you have just finished was 6 months or longer

Please note that if your visa has expired on the date of your new visa application you will not benefit from this reduction.

### *Can I make a deduction if I have paid some of my course fees, or fees for University accommodation?*

Yes, you can deduct the following from the total amount of money you need:

- The amount you have paid towards course fees and
- Up to a maximum of £1000 paid towards your future Cardiff University residences fees.

Please note, that it is not necessary to pay any residences fees (except for the £200 postgraduate deposit) until you arrive in Cardiff.

You cannot deduct anything for accommodation fees if you have arranged the accommodation yourself (in other words, private accommodation).

If you pay all or some of your tuition fees to Cardiff University Finance Office before you receive your CAS email, then the amount you have paid for your tuition fees will be notified directly to the UKBA and recorded in this CAS email.

We do not recommend that you pay any fees between receiving your CAS email and applying for your visa. If you wish to do so however you can request that your CAS statement is updated. Please note that this

could result in a delay of 2 weeks or more.

If any money you have paid for tuition fees or University residences fees is not shown on the CAS email, then you must provide original paper receipts from the University when you submit your student visa application. Online receipts are NOT acceptable and will be ignored by the Immigration Officer.

### *Where do I obtain a receipt after I have paid tuition/residences fees?*

To obtain your tuition fees receipt contact the Finance Office

Email: [fees@cardiff.ac.uk](mailto:fees@cardiff.ac.uk)  
Tel: +44 (0) 29 2087 4339  
or +44 (0) 29 2087 4167

To obtain a receipt for University residences fees contact the Residences Finance Office

Email: [residencesfinance@cardiff.ac.uk](mailto:residencesfinance@cardiff.ac.uk)  
Tel: +44 (0) 29 2087 5239 or 4622  
Fax: +44 (0) 29 2087 4661

## Registering with the Police

### Do I need to register with the Police?

If you are from one of the following countries and are issued with a visa for longer than 6 months you will need to register with the police within 7 days of your arrival in the UK:

Afghanistan	Lebanon
Algeria	Libya
Argentina	Moldova
Armenia	Morocco
Azerbaijan	North Korea
Bahrain	Oman
Belarus	Palestine
Bolivia	Peru
Brazil	Qatar
China	Russia
Columbia	Saudi Arabia
Cuba	Sudan
Egypt	Syria
Georgia	Tajikistan
Iran	Tunisia
Iraq	Turkey
Israel	Turkmenistan
Jordan	U.A.E
Kazakhstan	Ukraine
Kyrgyzstan	Uzbekistan
Kuwait	Yemen

If you need to register with the police it will state this on your Tier 4 student visa (in the form of a sticker in your passport). Any family/dependants travelling with you will also need to register with the Police. You should check your visa carefully, and if you have this requirement then you should normally register with the Police within 7 days of your arrival in the UK.



### How do I register with the Police?

Police Officers will be at the University Tuesday 25 September - Friday 28 September so you can make appointments to register with them on campus through the International Office website [www.cardiff.ac.uk/international/arrive](http://www.cardiff.ac.uk/international/arrive)

To register with the police you must bring all of the following:

- \_ Your passport
- \_ Two passport-sized photographs
- \_ Your Cardiff University Student ID card
- \_ Registration fee of £34 in cash (if you are a student sponsored by the British Council you will have this fee refunded)
- \_ A completed police registration questionnaire, which can be downloaded from: [www.cardiff.ac.uk/studentssupport/international/visaandimmigration/policereg](http://www.cardiff.ac.uk/studentssupport/international/visaandimmigration/policereg)

### Changed circumstances

If there are changes to your circumstances whilst you are a student in Cardiff, you must inform the Police within 7 days. This is very important, because if you fail to do so, you could be breaking the law. Examples of such circumstances would be: changing your address in Cardiff, extending your student visa, changing universities, getting married, giving birth, renewing your passport, or leaving the UK for more than two months.

More information and forms are available on the web  
[www.cardiff.ac.uk/international/arrive](http://www.cardiff.ac.uk/international/arrive)



## Accommodation

*Staying in University residences will provide you with an opportunity to meet and get to know other students, make new friends and settle quickly into University life.*

### *Is University accommodation guaranteed?*

Yes, most undergraduate and postgraduate students are guaranteed accommodation in University residences for the duration of your studies as long as you apply in time.

Postgraduate students are guaranteed a single place in University residences, providing you apply online and make a £200 pre-payment by 7 September 2012. This £200 is non refundable and will be deducted from your 1st instalment of residences fees.

Undergraduate students are guaranteed a single place in University residences, with the exception of clearing students. However, we make every effort to find clearing students accommodation.

If you are arriving in January, please contact the Residences Office for further details on accommodation availability.

### *How do I apply for University accommodation?*

You should have received an email telling you how to apply online for University accommodation.

If you have not yet received information please contact the International Office as soon as possible:

Telephone +44 (0) 29 2087 4432  
or email [international@cardiff.ac.uk](mailto:international@cardiff.ac.uk)

### *How much will University accommodation cost?*

Your residence's fees will vary depending on the type of accommodation and facilities you choose. For details of the cost of University residences see: [www.cardiff.ac.uk/residences](http://www.cardiff.ac.uk/residences) and click on "Undergraduate" or "Postgraduate" as appropriate and then select "Summary of Fees" in "Related Resources". The cost of your accommodation will be included in your residences contract/agreement.

### *When will I be allocated University accommodation?*

Before accommodation is allocated, your offer needs to be unconditional and you must have firmly accepted it. Your residences application is then processed in date order according to two dates. The first is the date the Residences Office receives confirmation of your unconditional offer to study; the second is the date the Residences Office receives your online residences application.

- **Undergraduates:** University accommodation will be allocated end of August and throughout September.
- **Postgraduates:** allocation will be in July through to September. You must have paid your £200 prepayment to the Residences Office by 7 September.

Your allocation will be sent by email, so it is important you have access to your emails in the summer.

### *How do I inform Residences of any special requirements?*

If you have any special accommodation requirements, disability or medical condition which you would like taken into account in the allocation of your residence, or of which your Residences Manager should be made aware, please note this on your online application. The Residences Office will try to meet your needs when allocating your residence. You should tell them about your special requirements even if they would not apply if you were allocated a room in the accommodation you have chosen. Only information provided at the time of the application, along with written confirmation from a doctor, will be taken into account by the Residences Office in the allocation process. All disability/medical information provided will be treated confidentially and only used in allocating you accommodation.



### *When do I need to pay for my University accommodation?*

All fees for residences, as well as most of the associated charges such as Parking Permit and Evening Meal Option, are payable by either:

- *Credit/debit card in full in advance or on arrival*
- *Direct debit from a UK bank account (payable in 3 instalments after you arrive). For more information about opening a UK bank account see page 25. Further details of local banks will be included in your arrival pack and on the website. For details on the payment dates for residences fees by direct debit for 2012/2013 please see [www.cardiff.ac.uk/residences](http://www.cardiff.ac.uk/residences) click on "Undergraduate" or "Postgraduate" and select "Paying" on the left hand side of the screen.*

It is important to pay your residences fees on time. Late payment will mean that you will incur an initial 5% charge. If the payment remains outstanding after 15 days, you will incur a further 5% charge on the balance outstanding.

### *What type of University accommodation is available?*

The Residences website contains full details of the accommodation available [www.cardiff.ac.uk/residences](http://www.cardiff.ac.uk/residences)

Most of the options are self-catered (i.e.: cook your own meals) where you share kitchen space with your flatmates. There is a part-catered option at some residences, and a fully-catered option at the female-only residence Aberdare Hall.

### *Are residences male-only or female-only?*

All of our residences, like most other UK universities, are mixed. You can however express a preference for a male or female-only flat if you wish. The only exception to this is Aberdare Hall, where the entire residence is for female students only.

### *Which residence is nearest my School?*

Use the map in the back of this brochure to work out how close your residence will be to your School. The nearest accommodation is not necessarily the best and you should think about the environment you want to live in (for example Talybont has a sports centre on site and is very close to a big supermarket). If you're not sure what building you will be studying in, contact the International Office [international@cardiff.ac.uk](mailto:international@cardiff.ac.uk)

The Residences website contains full details of University accommodation  
[www.cardiff.ac.uk/residences](http://www.cardiff.ac.uk/residences)



### *Will I have my own room?*

**Yes, you will have your own study bedroom – Cardiff University does not have shared rooms or dormitories. You will have to share a kitchen/living space with the other people in your flat or house.**

Cardiff University does have a very limited supply of residences suitable for couples and families. For more details see page 46.

### *Will I have my own bathroom?*

**Around 70% of University study bedrooms have a private bathroom (called en-suite).** Other rooms have shared toilets and washing facilities (usually shared between 4 - 8 people). If a private bathroom is important to you, you should prioritise en-suite accommodation in your Residences application.

### *Will I have access to high-speed internet in my room?*

**Yes, all study bedrooms (except in Student Houses or Flats)** are equipped with network connection points, a network cable and instructions on how to connect to the University network. The cost of all this is included in your residences fees. More information on bringing your computer and connecting to the network is available on page 26.

### *Will I have a telephone in my room?*

**No, most students have mobile phones or use Skype.** See page 27 for more information on buying a mobile phone and staying in touch.

### *What is provided in University accommodation?*

**All rooms have: a bed with mattress, a desk and chair, a bookshelf, a wardrobe and a waste paper bin.** All residences have: an ironing board, a dustpan and brush, a kitchen bin, a mop and bucket, a microwave, a notice-board and blinds/curtains.

### *Things you'll need in your University residence*

**You will need to provide your own pillow, bedding, towels, personal crockery, cutlery, saucepans and other cooking utensils.** You can buy all of this cheaply in Cardiff, so do not bring this with you because your suitcase will be too heavy to carry! See page 14 for what to bring with you.

### *When can I move into my University accommodation?*

September starters: you can move into your room anytime from Wednesday 19 September until Sunday 23 September. If you can't use the free coach collection service (page 17), and arrive between Friday 21 September - Sunday 23 September then you need to time your arrival so that the Residences Office is open to collect your keys. The Residences Office will be open 09.00 - 17.00 (Monday – Friday) and 9.00 - 16.00 (Saturday 22 – Sunday 23 September). If you are not starting your course in September, and not participating in January induction, you should collect your key on the 1st day of your residential period; this information will be in your residences contract. More information about arriving at your accommodation is on page 19.

### *How long can I stay in University accommodation?*

All Cardiff University residences allow you to stay during term time and the Christmas and Easter vacations. Some of the postgraduate residences also allow students to stay during the summer vacation period. You should think carefully about deciding whether to apply for a full-year residence as it does commit you to staying there for the whole year. However, if you do need to stay in Cardiff for a short period during the summer vacation, temporary accommodation is usually available in one of our halls of residence and can be booked in advance. See your Residences Manager before your current Residences Agreement expires.

### *Where can I find temporary accommodation in Cardiff?*

If you have applied for University accommodation, but have not been made an offer of residence before you arrive in Cardiff, you need to contact the Residences Office: telephone +44 (0) 29 2087 4849 or email [residences@cardiff.ac.uk](mailto:residences@cardiff.ac.uk) You will be given temporary hotel accommodation (during a limited period in September/October) for which a nominal fee will be charged (currently £15 a night). Residences Office staff will be available at the hotel each morning to advise you about the vacancies that are available within University residences.

### *Hotels and bed & breakfast accommodation in Cardiff*

If you are planning to spend some time in Cardiff prior to the start of term you could think about taking a room in a hotel or bed & breakfast. Bed & breakfasts charge around £30 -£40 per night, and hotels charge between £50 and £105 per night. Both types of accommodation can be found near the campus and the central city area. You can find further information on accommodation in Cardiff from the Cardiff Visitor Centre which provides an accommodation booking service. Telephone with your credit card details +44 (0)29 2087 3573 or email [visitor@cardiff.gov.uk](mailto:visitor@cardiff.gov.uk) web [www.visitcardiff.com](http://www.visitcardiff.com)

Alternatively self-catered accommodation is available at the University between 20 June and 12 September 2012.

For more information and costs see [www.cardiff.ac.uk/residences](http://www.cardiff.ac.uk/residences) and click "students summer residence".

## Private accommodation in Cardiff

There is plenty of accommodation in Cardiff that is let out by private landlords to students. Such accommodation consists of shared houses and flats. Occasionally you may find a room in a house that you would share with the landlord/lady.



### Where can I find private accommodation in Cardiff?

We recommend that you come to Cardiff two weeks before the start of your course to look for suitable private accommodation, as it is very difficult to find a room/house/flat if you are not in Cardiff. The Residences Office has up-to-date lists of self-catering rooms, bedsits, flats and houses for rent. See [www.cardiff.ac.uk/residences](http://www.cardiff.ac.uk/residences) and click on "private sector". You can only access the list once you've enrolled because you will need your Cardiff University username and password.

### Cardiff Student Letting Agency

This is the best place to start looking for private accommodation. Cardiff Student Letting Agency is owned and run by Cardiff University Students' Union. This letting agency is keen to keep the cost to students at a minimum and does not charge an agency fee. For further information about the services provided by the Cardiff Student Letting Agency see [www.cardiffstudentletting.com](http://www.cardiffstudentletting.com)

### Help and housing advice

If you are thinking of renting private sector accommodation, you can obtain information on the typical costs of renting in Cardiff and gain useful tips on what to look out for when looking for private accommodation from the Student Support Centre [www.cardiff.ac.uk/advice/housing](http://www.cardiff.ac.uk/advice/housing)

The Advice and Representation Centre staff in the Students' Union can also help. They are happy to explain and check your tenancy agreement before you sign a contract or pay any monies to your landlord. They also have information to help you find accommodation. See page 33 for contact details.

### How much does private accommodation cost in Cardiff?

The cost of private accommodation will vary depending on the location, the size and quality of the flat or house and whether or not bills are included in the cost of rent. As a minimum you should expect to pay between £300 - £350 per month in a shared house (living alone will cost more) excluding your bills for water, gas, electricity and insurance.

Unlike University residences, where most bills are included, you will find that when you rent private accommodation you may have to pay for additional things. These are likely to include:

- a bond (this is normally equivalent to one month's rent and will be returned to you after you leave the property providing that no damage has been done)
- Water, electricity, gas, telephone, internet bills
- Insurance
- Half rent during vacations

For more information about the cost of private accommodation please see page 24.

### Do I need insurance for my personal possessions?

Yes, we strongly encourage students to insure personal possessions against damage, loss or theft. If you live in Cardiff University residences, you are automatically given £4000 worth of personal possessions insurance cover from Endsleigh Insurance; you do not have to fill in any forms for this cover - it is automatic. Details of what is covered by insurance can be found at [www.cardiff.ac.uk/arrivalinformation](http://www.cardiff.ac.uk/arrivalinformation) click "Personal Possessions Insurance".

If you are going to be living in private accommodation you should take out an insurance policy to cover at least all your personal belongings in your room.

An insurance policy designed for international students by Endsleigh and UKCISA will cover medical expenses, refund of tuition fees in the event of illness or an accident and damage to your possessions when travelling to and from your home country to Cardiff.

Further information on all Endsleigh insurance products can be found on their website at [www.endsleigh.co.uk](http://www.endsleigh.co.uk) click on "travel" and then "international students". For information on other insurance companies see [www.moneysupermarket.com/insurance](http://www.moneysupermarket.com/insurance)

You may be able to stay in University summer accommodation while you search for private accommodation (see bottom of page 12).



# What to Bring

*This section will give you an idea of what to pack when coming to study in the UK and the items you should leave behind.*

## *What type of clothes should I bring?*

Students dress very informally in the UK in jeans, t-shirts and jumpers. You will also want to bring a warm jumper, jacket and waterproof coat with you for the winter and wet weather. Rain showers are to be expected any time of the year, so waterproof clothing and shoes are essential. We recommend that you do not buy too many winter clothes until you get to Cardiff.

In addition to casual clothes, you may want to bring formal clothes for special events such as a formal dinner or a ball, or perhaps if you are likely to attend an interview for a potential job. You may also want to bring your national costume for international student events.

## *How much money should I bring?*

Bring enough money to cover your costs for the first 2 weeks as you would if you were going on holiday. You will probably have to buy bedding, clothes and some basic essentials at the beginning of your stay, so we recommend you bring about £400.

Do not bring large amounts of cash, as cash can easily be lost and the University cannot guard it for you. We recommend you bring travellers' cheques as they are insured against loss and theft. Any bank or post office will cash travellers' cheques.

*Overpacking  
- do not bring  
too much!*

*Please do not bring more than 2 suitcases and make sure that you can lift and carry these suitcases. At some point you will have to carry your luggage when you arrive in the UK. For example, you will have to carry your suitcase to your residence (which often includes carrying cases upstairs). Please do not bring rice cookers, food and cooking utensils with you.*



### *Can I bring my computer to Cardiff?*

Yes, you can bring your laptop with you to Cardiff University but you should check it can work with UK sockets (see below). It is also important to make sure that your laptop is insured, for travel and your stay in Cardiff.

You can check that your computer meets the security requirements for the University's network by following these instructions: <http://ccm-hostcheck.cf.ac.uk/authentication/RemoteScan.html>

If you prefer you can buy (or rent) a computer at University rates when you arrive (see page 26).



### *Can I bring electrical products to the UK?*

Please only bring small items such as hairdryers, shavers and laptops. Before you bring an electrical item, you should make sure that it is safe to use and compatible with the UK voltage system: 220V. You might need an international voltage converter. You will also probably need a plug adapter that is British Standard compliant (BS1363). Usually, these converters and adapters are available in travel and luggage shops, electronic stores, and airports.

### *Sending and storing your luggage*

Unfortunately Cardiff University is unable to receive any of your luggage before your arrival at Cardiff. However, there are several companies that offer services to students who wish to transport excess luggage. They can arrange for your luggage to be put into storage until you arrive, when it can be delivered to you. For further details see [www.cardiff.ac.uk/international/arrive](http://www.cardiff.ac.uk/international/arrive)

### *How can I contact other students before I arrive?*

The International Office has set up a Facebook page where all international students coming to study at Cardiff University can make friends, discuss travel plans and talk about Cardiff:

[www.facebook.com/cardiffinternationalstudents](http://www.facebook.com/cardiffinternationalstudents)

### *Should I bring my own cooking utensils?*

No, do not bring cooking utensils with you. Your case will be too heavy for you to carry! You can buy saucepans, plates and other cooking utensils very cheaply from supermarkets close to University residences. Please see page 12 for information about what is provided in your accommodation.

### *Should I bring my own bedding?*

No, do not bring bedding. You can order a bedding pack from the Residences Office before you arrive. This contains the following: duvet and duvet cover, single sheet, pillow, pillow case, hand and bath towel. For more information regarding the bedding pack see [www.cardiff.ac.uk/arrivalinformation](http://www.cardiff.ac.uk/arrivalinformation)

Alternatively you can buy bedding cheaply from Cardiff Market, Tescos Supermarket or Shaws the Drapers when you arrive.

### *Can I bring food from home?*

Do not bring any food into the UK. There are many food items which are illegal to bring into the UK including all dairy, meat and potatoes. You will find that Cardiff has many international food stores, and large supermarkets where you will be able to find many ingredients available in your home country. For more information on banned foods see the website <http://foodimports.direct.gov.uk>

### *Can I bring my mobile phone?*

More information about mobile phones is available on page 27. If you're not bringing a mobile phone you may find it useful to have a credit card or, if possible, a small amount of loose change, so you can call home when you first arrive.

When you arrive the International Office will give you a welcome pack containing a free mobile SIM card which has a small amount of credit. If you don't receive a welcome pack, come to the International Office for it.

## *Documents to put in your hand luggage*

- \_ Passport
- \_ Offer letter and/or CAS email from Cardiff University
- \_ Financial information – Letter from your sponsor (if applicable), or photocopies of the financial documents you submitted with your student visa application
- \_ University Residences Agreement (if you have received it)
- \_ Copy of tuberculosis exemption certificate (if applicable)
- \_ Report of chest X-ray taken in the last 3 months (if applicable)
- \_ Vaccination certificates or doctor's letter detailing your vaccinations
- \_ The Guide for International Students



## Travelling to Cardiff

*Cardiff University is located in the centre of Cardiff, which is easily accessible from London airports. To make your journey to Cardiff easier we provide a free coach collection service in September, but if you are arriving outside of the coach collection time it is easy to get to Cardiff on your own. When you arrive in Cardiff the first thing you should do is go straight to your accommodation.*

### *Which airport should I arrive at in the UK?*

Most of Cardiff's international students arrive at Heathrow Airport, which is around 18 miles/29 km southwest of London. The airport is around 4 hours travel time from Cardiff. You can also arrive at Cardiff Airport if you fly with KLM airlines via Amsterdam Schipol Airport. Cardiff Airport is only 30 minutes travel time from the University.

### *When should I arrive in the UK?*

September starters should arrive on Wednesday 19 or Thursday 20 September to take advantage of the free coach collection service from Heathrow and Cardiff Airports.

If you are starting at a different time of year you should check with your School for when you should arrive in Cardiff.





## Coach Collection 2012

### *Will there be anyone to meet me when I arrive?*

Cardiff University staff will be at Heathrow and Cardiff Airport on Wednesday 19 and Thursday 20 September to provide a free coach collection service to Cardiff. We will take you to the Arrivals Reception at Cardiff University and then on to your accommodation free of charge. Look for the red Cardiff University T-Shirts and the red and white Cardiff University logo. If you can't find them, go to the Airport Information Desk and ask someone at the desk to direct you to a member of Cardiff University staff.

If you miss the coach collection service you will need to make your own way to Cardiff. See page 19 for more information.

### *Pick-up from Heathrow Airport*

Cardiff University staff will be at the Arrivals Lounge of terminals 3, 4 and 5 of Heathrow Airport from 08.00 - 15.00 on Wednesday 19 and Thursday 20 September. Coaches will arrive at Heathrow at regular intervals between 08.00 - 15.00. You may have to wait at the airport before we have picked up everyone arriving on their flights. So we can plan for your arrival, please let us know your arrival date, time and flight number by completing the online coach collection form available from [www.cardiff.ac.uk/international/arrive](http://www.cardiff.ac.uk/international/arrive)

### *Pick-up from Cardiff Airport*

Cardiff University also provides a free mini-bus and taxi service for international students from Cardiff Airport to the University on Wednesday 19 and Thursday 20 September from 09.00 - 17.00. To book a place on the Cardiff University minibus/taxi collection service from Cardiff airport, please see [www.cardiff.ac.uk/international/arrive](http://www.cardiff.ac.uk/international/arrive)

### *Can I bring my family on coach collection?*

You can bring your spouse and children on coach collection for free, but please contact us to book their places. Parents and other family members can only be accommodated if there is room on the coaches on the day. Therefore it is advisable that these family members plan to make their own way independently to Cardiff (see page 19).

You should also be aware that they will not be able to stay in your accommodation with you and should book a hotel (see page 12).



## Customs control

After passing through Passport Control, you need to go to the Baggage Reclaim area.

After you have collected your luggage you need to go through the Customs Hall. There are three channels:

**1**  
*green channel*  
Exit the green channel if you are travelling from outside the European Union and have nothing to declare.

**2**  
*red channel*  
Exit the red channel if you have goods to declare.

**3**  
*blue channel*  
Exit the blue channel if you are travelling from the European Economic Area, where luggage has already been cleared through customs.

You may be asked to open your luggage for inspection in Customs control. If requested, you must open, unpack and repack your luggage. You should check before you leave home what can or cannot be brought into Britain and what you might need to declare. Such information is also obtainable from British Embassies and on the web [www.hmrc.gov.uk/customs/arriving](http://www.hmrc.gov.uk/customs/arriving)

## Immigration

### *What paperwork do I need to bring to present at immigration?*

Even if you already have a student visa, the Immigration Officer may still ask you to prove that you are a genuine student coming to Cardiff University. Make sure you are carrying all your important documentation in your hand luggage to show to the Immigration Officer. See page 15 for a list of documents.

If you are from the Indian sub-continent, Africa or country that has TB and you do not have a medical report of a chest X-ray or a TB certificate you may be examined by a medical inspector and be given a chest X-ray at Heathrow airport. This will take time and delay your passage through immigration control at the airport and then your onward journey to Cardiff.

*Problems at immigration*  
If you are carrying the documents listed on page 15 you should not have any difficulty. However if you do, ask the Immigration Officer to contact the International Office at Cardiff University:  
Monday - Friday 09.00 - 17.00  
telephone: 029 2087 4432.

### *Do I need to declare money I carry with me into the UK?*

If you are arriving in the UK from a country outside the European Union (EU), you must declare any cash that equals the value of 10,000 Euros (equivalent to £8,990) or more to customs officers. Cash not only means currency notes and coins but also banker's drafts and cheques of any kind, including travellers' cheques. You will find the relevant forms to fill out at ports and airports. For more information, please go to the HM Revenue and Customs website [www.hmrc.gov.uk/customs/arriving/declaring-cash.htm](http://www.hmrc.gov.uk/customs/arriving/declaring-cash.htm)



## *Travelling independently to Cardiff University from Heathrow*

### **By coach**

If you are not using the Cardiff University coach collection service, the cheapest way to travel to Cardiff is by National Express Coach. Coaches leave approximately every hour, with fewer coaches leaving during the night. A single journey from Heathrow to Cardiff is approximately £45 and takes about 3 hours and 30 minutes. You can buy your ticket online at [www.nationalexpress.com](http://www.nationalexpress.com) or at the National Express Booking Office in Heathrow airport. Follow signs for the Central Bus Station from the arrivals into terminals 1, 2, 3 and 4. If you are arriving into terminal 5 check at the information desk.

### **By train**

Train travel is more expensive than travelling by coach and you will have to change trains. Take the Heathrow Express train from Heathrow Airport into Paddington Station in London. Trains leave every 15 minutes from all terminals at Heathrow to London. Once at Paddington you take the train to Cardiff. On weekdays the train to Cardiff from Paddington leaves every 30 minutes. A single journey from Heathrow to Cardiff will be £44 - £186 and the journey time is 3 hours. Tickets can be bought online at [www.thetrainline.com](http://www.thetrainline.com) (it's usually cheaper in advance) or at the ticket office at the railway station in the airport.

### **By taxi**

Travelling by taxi is a very expensive option and not advisable. A taxi to Cardiff from Heathrow would cost around £180. This could be an option if there were a few of you travelling to split the cost but you will not be able to have much luggage.

## *Travelling independently from Cardiff Airport*

A taxi from Cardiff Airport will cost around £28 and can be hired from the Checker Cars taxi office immediately outside the Arrivals Building or booked in advance, telephone +44 (0)1446 711747 or email [cardiff@checkercars.com](mailto:cardiff@checkercars.com)

Buses run from the Airport to Cardiff Central Bus Station every 1 - 2 hours Monday - Saturday during the day and every 2 hours in the evenings and on Sundays. The bus number is X91 and a single journey costs £3.60. The journey takes 40 minutes. You will then need to get a taxi from the Cardiff Bus Station to your accommodation.

## *Arriving at Cardiff Central Bus Station or Cardiff Central Railway Station*

If you are arriving by coach, train or bus you will arrive at the central bus and railway station in the centre of Cardiff. We recommend that you then take a taxi to your accommodation. There will be taxis waiting at a taxi rank outside Cardiff Central railway station and taxi fares to University residences cost between £8 - £10 depending on where your accommodation is and how much luggage you are carrying. More information about taxis is on page 35.

## *What should I do when I arrive at the University?*

If you arrive on the free coach collection service (see page 17), after a short wait at the Arrivals Reception at the University you will be taken by minibus to your accommodation. If you do not arrive through the coach collection service, but make your way independently to Cardiff you should check how to collect your keys for your University residence at: [www.cardiff.ac.uk/arrivalinformation](http://www.cardiff.ac.uk/arrivalinformation)

## *Unexpected late arrivals*

If you arrive unexpectedly late in the evening or early in the morning and you have not been able to inform the Residences Office of your late arrival, you should go directly to the Security Office next to the Psychology Tower block, opposite 51 Park Place (map reference 35). The Security Office will contact the Student Warden in your University residence and arrange for you to have access to your accommodation.

## *Where do I pick up the keys to my University accommodation?*

If you use the coach collection service on Wednesday 19 and Thursday 20 September, you will be taken to your University Residence and a member of staff will be on-hand to give you your keys. For details on key collection see [www.cardiff.ac.uk/arrivalinformation](http://www.cardiff.ac.uk/arrivalinformation)

## *What if I arrive early, before Wednesday 19 September?*

Your allocated room will not be available before Wednesday 19 September, so if you intend to arrive in Cardiff before this date you will need to make your own arrangements for temporary accommodation until the start of the residential period (see page 12). Please be aware that if you arrive on a Saturday or Sunday the International Office will not be open.

## *What if I arrive late, after Sunday 23 September?*

All keys for University residences must be collected by 16.00 on Sunday 23 September, otherwise your allocated room will be given to someone else. Please contact the Residences Office if you think you are going to be arriving after Sunday 23 September. Email [residences@cardiff.ac.uk](mailto:residences@cardiff.ac.uk)

## *Key collection for non-September starters*

If you are not starting your course in September, and not participating in January induction, you should collect your keys on the 1st day that your residences contract starts, (see your residences contract or agreement).

You may be able to buy a discount card for coach and/or rail travel when you arrive. More details are on page 25.



## *The Induction Programme for International Students*

*When you first arrive there will be lots of things you need to do including enrolling and collecting your student ID card. Please see the check list on the inside front cover and make sure you complete everything.*

We understand that arriving in a new place is a challenging and exciting experience for you. At Cardiff, we take great care to ensure your smooth arrival and help you to settle into your new way of life in the University and local community.

Make your stay at Cardiff rewarding and enjoyable: come to all the induction events arranged for when you first arrive in Cardiff from Wednesday 19 September - Sunday 30 September. At these events you should find all the information, fun and friends you need to make your transition to UK life as carefree as possible. For more details about the dates and times of these events, please see [www.cardiff.ac.uk/international/arrive](http://www.cardiff.ac.uk/international/arrive)

### *Coach collection service*

We will pick you up for free from Heathrow and Cardiff airports. See page 17 for more information, dates and times.

## *Important Tasks*

### **Police registration**

Students coming from some countries need to register with the police within 7 days of their arrival in the UK. You will be able to make appointments and register with the police at the International Office Tuesday 25 - Friday 28 September. See page 09 for more information.

### **Bank letter service**

Bank letters and proof of enrolment letters can be obtained from the Students' Union. Staff will also be on hand to provide you with information on how to open your bank account, Monday 17 September – Tuesday 2 October. See page 25 for more information.

### **Enrolment and ID card**

You must complete your enrolment and collect your student ID card. More information is on page 28.

Come to all the  
induction events  
arranged for when  
you first arrive  
in Cardiff!

## The Induction Programme

### Information sessions

#### Parents welcome talk

If your parents are travelling with you, we have a welcome talk to answer any questions they may have on Friday 21 September.

#### Walking campus tours

Find out where things are in the University and parts of the city. 2nd and 3rd year students will be your tour guides and will give you inside information about studying at Cardiff on Friday 21 and Monday 24 September.

#### Welcome and information sessions

Find out what to expect now you've arrived in Cardiff: where to get support, help and immigration advice; how to combine part-time work with studying; how to get work experience and visit different parts of the UK through the Host programme. Talks are taking place in the Great Hall in the Students' Union, Saturday 22 and Sunday 23 September.

### Fun and social activities

#### International Students' Party

Come and experience a traditional Welsh folk dancing evening 'Twmpath!' in a friendly atmosphere. The party will take place in the Great Hall, Students' Union on Friday 21 September.

#### Open air double-decker bus tour of the City of Cardiff

Enjoy a guided bus tour of the beautiful city throughout the day for the reduced price of £5 on Sunday 23 September.

#### Discover Cardiff

Explore the city and complete a treasure trail with your Tour Guide on Wednesday 26 September.

#### Guided coach tour

Enjoy a Guided Tour of Wales' superb tourist attractions on Sunday 30 September. The tour costs £15, which covers lunch and admission to 2 historical attractions just outside Cardiff.

For more information  
about all the  
induction events see  
[www.cardiff.ac.uk/  
international/arrive](http://www.cardiff.ac.uk/international/arrive)

### Fairs and events

#### International student information fair

You will be able to get further advice and information about the University and the city of Cardiff at the Fair. You'll also be able to buy tickets at the Fair for the Party and the Guided Coach Tour (see above). The Fair takes place in the Great Hall on Friday 21 September.

#### National companies fair

Your chance to get your hands on some free items and discount vouchers. It takes place in the Great Hall, Students' Union.

#### Societies fair

Come and meet people from all the societies (including international societies) and join any that interest you in the Great Hall, Students' Union. Look at the types of societies you could get involved in at <http://groups.cardiffstudents.com/societies>

#### Sports fair

Meet some of the sports clubs and join any that interest you in the Great Hall, Students' Union. For more information about sports clubs see [www.cardiffstudents.com/tags/sports-club](http://www.cardiffstudents.com/tags/sports-club)

### Other activities

In the 3rd and 4th week of September there are lots of activities taking place in the Students' Union for all new students. These activities are organised just for you and are intended to give you an idea of what life at Cardiff is like. They also give you the opportunity to meet new friends and settle in before the busy first week of term.

#### Postgraduate Welcome Events

The Students' Union, Graduate Centre and Postgraduate Society organise additional social events specifically for new and current postgraduates at Cardiff during week commencing Monday 24 September. Further information about the programme of events will be added to the Graduate Centre website during the summer [www.cardiff.ac.uk/gradc](http://www.cardiff.ac.uk/gradc)

#### Are there any events taking place in my academic school?

Yes, you may be required to attend an induction meeting held in your School - you will be sent more information by your School. You will meet your lecturers and other staff who work in your subject area. You may also be given information about how to enrol for modules or subjects in your first term. For more information see [www.cardiff.ac.uk/regis/enrolment/timetables](http://www.cardiff.ac.uk/regis/enrolment/timetables)

#### January starters

If you're starting in January you will be sent information about January induction. You can also email [international@cardiff.ac.uk](mailto:international@cardiff.ac.uk) or visit [www.cardiff.ac.uk/international/arrive](http://www.cardiff.ac.uk/international/arrive) in December.



For information  
on the cost of  
tuition fees see  
[www.cardiff.ac.uk/  
fince/students](http://www.cardiff.ac.uk/fince/students)

# Money and Finances

## Tuition Fees

### *How much will my tuition fees cost?*

The cost of your tuition fees will depend on which course you are studying. You will be sent an email telling you the cost of your tuition fees from the University's Registry. For information on the cost of tuition fees see [www.cardiff.ac.uk/fince/students](http://www.cardiff.ac.uk/fince/students)

### *Do I need to pay my tuition fees before I arrive in the UK?*

Yes, to complete online enrolment you will also need to either pay at least the 1st instalment of your tuition fees or provide evidence of sponsorship for each year of your course.

### *When do I need to pay my tuition fees?*

The University prefers payment of tuition fees in full before you arrive in Cardiff. However, if you are a self-financing student (i.e. you or your family are funding your studies) then you may pay your tuition fees in three equal instalments.

- 1st instalment is due when you enrol online
- 2nd instalment is due 25 January 2013
- 3rd instalment is due 25 April 2013

If you are not starting in September, you will be sent further information about your payment schedule. Your first instalment however is always due when you enrol.

### *Can I pay my fees in advance for my visa?*

It is not a requirement and there is no advantage to paying fees in advance for your visa. See page 08 for more information.

### *Where can I get a receipt after I've paid my tuition fees?*

Contact the Finance Office to arrange a receipt:

Telephone: +44 (0)29 2087 4399 / 9262 / 6918 / 4962 / 9263 / 5253 / 4167

Fax: +44 (0)29 2087 4020

Email: [fees@cardiff.ac.uk](mailto:fees@cardiff.ac.uk)

[www.cardiff.ac.uk/fince/students](http://www.cardiff.ac.uk/fince/students)

### *Students who are unable to pay their tuition fees*

If you are unable to pay the first instalment of your tuition fees before or at enrolment you will NOT be fully registered or enrolled. If payment is not made within 28 days of the start of your course, your enrolment with the University will be cancelled, you will be in breach of your student visa and will be required by UK law to return to home to your country.





It is important that you quote your full name and student number when transferring funds to the University's bank account.

## What payment methods can I use to pay my tuition fees?

### StudentPay - online overseas bank transfers

The quickest and easiest way to pay your tuition fees is through the online overseas bank transfer via the Cardiff University's StudentPay website. You can pay in the currency of your choice and in most cases it is free, (no commission or bank charges). For more information see: [www.cardiff.ac.uk/fince/students](http://www.cardiff.ac.uk/fince/students)

Click on "undergraduate" or "postgraduate", then page down to "Online overseas bank transfers".

### Cheque/ Bank Draft

Payment can be made by cheque or bank draft either in full or in three instalments. All cheques should have your student name and number written on the reverse and be made payable to "Cardiff University". Paying by cheque is not part of online enrolment. This means that you need to send your tuition fees cheque in advance before you go online to enrol, otherwise the amount you have paid for your fees will not be recorded on the online enrolment task.

If your tuition fees cheque is sent by your Education Advisor/Agent, it is likely to take longer to be recorded, so you will need to allow extra time for the cheque to reach the Finance Office. Cheques should otherwise be posted to:

Cardiff University  
Income Section  
PO Box 497  
30-36 Newport Road  
Cardiff CF10 3XR

### Bank transfer

Payments made by telephonic transfer or bank transfer should be made to:

The Co-operative Bank plc  
16 -17 High Street,  
Cardiff CF10 1AX UK

Account:  
Cardiff University Tuition Fee Account

Account Number:  
70867011

Sort Code:  
08-90-03

Swift Number:  
CPBKGB22

IBAN Number:  
GB57 CPBK 0890 0370 867011

### Credit card payment

You can pay your tuition fees using Visa/ MasterCard (but not American Express).

To make this payment please complete the credit/debit card mandate payment form when you enrol online at [www.cardiff.ac.uk/regis/enrolment](http://www.cardiff.ac.uk/regis/enrolment) (available from late August/September).

### Direct Debit payment

You can pay by direct debit if you have a valid UK bank/building society account which allows direct debits. If you choose this payment method you will have to complete a direct debit mandate as part of your online enrolment.

### Ordinary cheque from overseas

This can be made out in foreign currency, but must be in the UK sterling equivalent of the amount of tuition fees due.

### International money order

This is arranged through your bank and should be posted to Cardiff University Finance Office before you leave for the UK. It must include a covering letter, stating your name, date of birth, student number, course and School.

### Bank Charges

Please note: some of the methods described above may incur bank charges, which vary depending on your home country, but are usually between £5 and £20. You should allow extra money for these bank charges when you are paying your fees.

## Living Expenses

### Estimated average living expenses for a single person for an academic year living in University residences

	Undergraduate 9 months	Postgraduate 12 months
Rent including bills	£2,970	£4,212
Food	£1,188	£1,584
Books/copying	£333	£444
Social/leisure	£1,044	£1,392
Clothes	£288	£384
Laundry & toiletries	£243	£324
Travel	£324	£432
Telephone & TV	£306	£408
<b>TOTAL</b>	<b>£6,696</b>	<b>£9,180</b>

Please note that these figures are different from the financial maintenance test that you will be required to pass to obtain your Tier 4 student visa. If you are coming to the UK for 9 months or more (undergraduate or postgraduate students) you will have to show that you have money for the cost of your 1st year tuition fees and £7,200.

### What is the cost of living in private accommodation in Cardiff?

It is more expensive to live in private accommodation than in University residences because there are often additional expenses such as heating, lighting and insurance bills. The estimated average expenditure for a single undergraduate student living in self-catered private accommodation from September 2012 - June 2013 is £6,885.

The estimated average expenditure for a single postgraduate student living in self-catered private accommodation from September 2012 - September 2013 is £9,780.

For more information on the additional expenses you should allow for in private accommodation, see page 13.

## Your Budget

Be realistic about budgeting for your time at University. It is essential that you have enough money for the duration of your course. You will not be able to rely on the money from part-time earnings to support you. The competitiveness of finding a job, the generally low rate of pay for this work, and the restricted number of hours you can work mean that your part-time earnings will be insufficient to maintain an adequate standard of living. More information on part-time work is on page 39.

For more information on how to plan and manage your money see

[www.studentcalculator.org.uk/international](http://www.studentcalculator.org.uk/international)

Standard Items	Tesco	Lidl	Soft Drinks	Tesco	Lidl
Bread, thick sliced loaf	0.47	0.87	Instant coffee (own brand 200g)	1.99	1.45
Margarine (1kg)	2.48	3.40	Instant coffee (Nescafé 200g)	4.79	5.19
Rice white (500g) (Basmati)	1.63	1.58	Ground coffee (227g)	1.69	1.75
Spaghetti (500g)	0.25	0.55	Tea bags (own brand 80 bags)	0.27	0.27
Cornflakes (own brand 500g)	1.04	0.86	Cocoa (own brand 400g)	2.29	1.15
Milk (2 pints/1.136 litres)	0.89	0.79	Cola (own brand 2 litre)	0.60	0.39
Eggs (6)	1.09	0.89	Coca-Cola (2 litre)	1.98	1.78
Vegetable Oil (1 litre)	1.52	1.95	Mineral Water (2 litre)	0.40	0.25
Noodles (100g)	0.62	0.19	Orange Juice (1 litre)	1.00	0.79
			Cordial (1 litre)	1.09	0.69
Fresh Fruit and Vegetables	Tesco	Lidl	Toiletries	Tesco	Lidl
Potatoes (5kg)	1.69	3.00	All-purpose cleaner (own brand 0.75 litre)	0.25	0.75
Onions (2kg)	1.17	1.20	Soap (4 x 125g bars)	1.20	1.10
Tomatoes (1kg)	1.99	1.49	Shampoo (own brand 750ml)	0.63	0.89
Oranges (1.5kg)	1.85	1.00	Washing Powder	1.99 (2kg)	1.89 (1kg)
Apples (1kg)	1.80	1.00	Toilet Rolls (own brand 12 rolls)	1.31	1.69
Bananas (1kg)	1.00	0.99	Washing-up liquid (0.5litre)	0.79	0.50
Canned or Frozen Vegetables and Fruits	Tesco	Lidl	Disposable Razors (Pack of 10)	0.66	0.89
Peas (1kg)	1.30	1.40	Toothpaste (100ml)	0.55	0.69
Baked Beans (420g)	0.30	0.28	Tissues	1.99	1.19
Tomatoes (400g)	0.38	0.41	Hand Lotion (400ml)	1.35	0.99
Meat	Tesco	Lidl	<i>Costs are approximate and based on supermarkets close to the campus.</i>		
Beef Steak (Rump 1kg)	9.97	9.98	Laundry (University residences)		
Beef Stewing Steak (1 kg)	8.25	6.97	Normal Wash	2.00	
Minced Beef (1kg)	3.39	4.58	Super Wash	2.20	
Leg of Lamb (1kg)	11.68	10.22	Dry (20 minutes)	1.00	
Frozen Chicken (1kg)	5.49	5.58			
Fresh Chicken (1kg)	7.40	7.38			
10 Frozen Fish Fingers (250g)	0.60	1.49			
Frozen Prawns (250g)	5.00	2.59			



### Student Discount Cards

You will find that a lot of things, from cinema tickets to clothing, DVDs to travel, can be bought at discounted cost if you are a student and have one of the following cards.

#### NUS/Student ID Card

Your student ID card, which will be issued to you at enrolment is very useful! In addition to giving you access to University buildings, the card also proves that you are a member of the NUS (National Union of Students) and often entitles you to discounts in shops, cinemas and restaurants. Ask if they offer a "student discount".

#### International Students' Identity Card (ISIC)

This card can be purchased at the STA Travel shop in the city centre. It is available to any full-time student and entitles you to discounts on charter flights, some accommodation, cinema tickets and admission to art galleries and museums.

To obtain an ISIC card you need a passport-sized photograph and proof that you are a full-time student at Cardiff University. Further information at [www.isic.org](http://www.isic.org)

#### Student Travel Reduction Cards

If you are exploring the UK while you're here you will make considerable savings on travel by purchasing a Young Persons Railcard and/or a Coach Card. The Young Persons Coach Card can be bought at National Express coach offices or online. This card costs £10 for a year or £25 for 3 years and gives you 30% off all coach travel in the UK. To get one you simply need proof that you are a student.

For further information see [www.nationalexpress.com](http://www.nationalexpress.com)

A Young Persons Railcard costs £28 for one year or £65 for three years, and gives you a third off your rail travel in the UK. To get this you will need proof you are a student, your passport and a passport-size photo. The card can be purchased at any railway station. For further information see [www.16-25railcard.co.uk](http://www.16-25railcard.co.uk)

## Opening a bank account

Generally it is not possible to open a UK bank account until you arrive in Cardiff. However, Barclays bank is an exception to this rule. For more information on the International Student Account and family package see [www.barclays.com/studentandfamily](http://www.barclays.com/studentandfamily)

To open a Santander, HSBC, LloydsTSB or Natwest bank account you must take your passport and all the correct documentation to the bank branch in Cardiff.

Opening a bank account is one of the first things that you must do as this is the safest way to keep your money. This will take you at least a week so you must make sure you have enough money for your first few weeks in Cardiff. For more information see page 14.

### How do I open a bank account?

You will need to complete paper application forms at the bank. Completing these forms can take up to 1 hour, so make sure you have given yourself enough time to do this. You will also need to take your passport and your bank letters provided for you by the University.

You will be able to pick up your bank letter from the Students' Union in 3rd and 4th weeks of September. Staff will be on hand to give you more information on how to open a bank account and you will find more information about this your arrival pack that you will receive when you arrive at the University.

### How do I transfer money to the UK?

The easiest way to send money from your home country into the UK bank account is by electronic transfer. To do this the bank in your home country will need:

*Your UK bank's name and full address*

*Your name as given on your UK bank account*

*Your UK bank account number*

*Your UK bank sort code*

Money can also be transferred using a banker's draft. This is a document drawn up by the bank in your home country and sent to you by post. You present the banker's draft to your bank in the UK. Before you transfer money ask what charges will be made by the bank and how long it will take. Make sure that you keep copies of the relevant documents in case there is a dispute with the bank in the future.

### What will the bank offer me?

Every bank has different offers for students. You will find some of the banks at the International Student Fair on Friday 21 September; so it is worth going to the fair and looking at which bank provides the best deal. Most banks have a limited number of accounts for international students and some charge an annual fee. Most banks provide online banking and the following services:

#### Debit card and solo card

Most banks issue a single card that is a combined cash card allowing you to withdraw money from cash machines/ATMs and debit card that allows you to pay for things in shops and over the internet. To use the card you will need a PIN number from the bank. Do not let anyone else see this number, make sure you memorise it and then destroy the number.

#### Bank statements

This is a record of all activity in your bank account over time. Statements will be posted and you can also see them online. It is important to keep these statements because you will need them if you need to extend your student visa.

#### Direct debits and standing orders

These allow you to pay for goods and services by regular payments (often monthly) through your bank account. For example you are likely to pay for your University residence fee by direct debit (see page 11).



*Remember  
to let friends and  
family know you  
have arrived  
safely in  
Cardiff!*

# Communications

## Internet and Email

### *How can I get access to the internet when I first arrive?*

If you have enrolled online before you arrive in Cardiff, you will be able to use your Cardiff University username, password and email account on any networked computer in the University. Your username and password allow you to access the Cardiff Portal, the secure gateway to your web-based University services, at anytime and from anywhere <http://portal.cardiff.ac.uk>

IT rooms are conveniently located across the University's campuses, including some which are open 24-hours a day, seven days a week such as the Julian Hodge Study Centre, which has over 150 PCs for use. For more information go to [www.cardiff.ac.uk/insrv/it/itrooms](http://www.cardiff.ac.uk/insrv/it/itrooms)

If you are staying in University residences (but not student houses), you will be able to connect your computer to ResLAN (the Residences' Local Area Network) to access the online resources you need for your course. For more information see [www.cardiff.ac.uk/insrv/aboutus/handbook](http://www.cardiff.ac.uk/insrv/aboutus/handbook)

A University-wide wireless network, which is available free of charge, offers you flexible access to online resources. Find out more about connecting to the network at [www.cardiff.ac.uk/insrv/it/network](http://www.cardiff.ac.uk/insrv/it/network)

### *Email*

You will be given a Cardiff University email address when you enrol and University staff will use email as the main way of communicating with you. If you already have an internet email address (e.g. Yahoo, Hotmail) you will also be able to use this, but you are expected to access your Cardiff University email account regularly to ensure you keep up-to-date with important University communications. If you need to use special programs, Chinese characters for example, then you may have to use your own computer with software that makes this possible.

You can use your smartphone or other mobile device to access your email, find a free PC, view maps of the University campuses and read the online Handbook using the Cardiff University Mobile App at [www.cardiff.ac.uk/mobile](http://www.cardiff.ac.uk/mobile)

### *Help and support*

For support with using University IT:

- Contact the Information Services IT Service Desk  
Monday - Friday, 08.00 - 22.00  
Tel: 029 2087 4487  
Email [insrvConnect@cardiff.ac.uk](mailto:insrvConnect@cardiff.ac.uk)
- Ask members of staff in the library
- Visit the IT Clinic, which is located on the first floor of the Students' Union. It is run by Information Services staff and provides free and friendly help and advice on a range of IT issues.

For assistance with using the libraries, please contact a member of staff in the library. You can also chat online with a member of library staff through the 'Ask a Librarian Live' instant messaging service at [www.cardiff.ac.uk/insrv/libraries](http://www.cardiff.ac.uk/insrv/libraries)

### *Where can I buy or rent a computer?*

The IT shop is based in the Students' Union and provides IT equipment with a range of payment options and student discounts. All equipment sold is ready to use on campus and is supported by the University's Information Services. For more information see [www.cardiffstudents.com/theitshop](http://www.cardiffstudents.com/theitshop)

## Mobile phones and telephones

*Mobile phones are cheap to buy, but expensive to use, especially if you are calling another country.*

*For information on mobile phone companies and prices see [www.mobiles.co.uk](http://www.mobiles.co.uk)*

### *Contracts for mobiles*

If you choose a contract the phone will be cheap or free but make sure you check the monthly payment and call charges before signing. There is often a compulsory monthly charge. Most contracts commit you to 12 months, some longer.

To buy a contract mobile phone you will need a "proof of enrolment" letter stating that you are a Cardiff University student and giving your term-time address. You can obtain this "proof of enrolment" letter at the bank letter venue in the Students' Union during the 3rd and 4th weeks in September. See page 20.

### *Pay-as-you-go mobiles*

Pay-as-you-go is the no contract, no credit-check, no commitment, no monthly bills way of getting a mobile phone. The biggest advantage of this is that it is impossible to run up a huge phone bill as you can only make calls once you have already paid for them. However, you always pay a lot more to buy the initial phone and calls are generally more expensive than on contract mobile phones. You can buy this type of mobile phone from a lot of shops without needing a "proof of enrolment letter" from the University.

### *Where can I buy a mobile phone?*

Carphone Warehouse and Phones4u are the largest independent stores selling mobile phones, but you can also buy phones from supermarkets or mobile phone shops. There are many mobile phone operators which have shops in Cardiff and it is a good idea to shop around.

### *Can I use my mobile phone in the UK?*

You will need to ensure your mobile phone is GSM compatible to roam in the UK and you will find using a UK SIM card to be much cheaper. To use a UK SIM card you will probably need to 'unlock' your phone. You can then use a pay-as-you-go system to pay for the calls you make. When you arrive the International Office will give you a free mobile SIM card which has a small amount of credit so you can phone home.

### *Payphones*

Most public phones accept coins of 10p, 20p, 50p and £1 and phone cards (UK and International) of £5, £10 and £20. You can buy phone cards at Post Offices and newsagents. Some phones accept credit cards but this is more expensive.

There are also payphones in the some of the University residences, (Talybont North, Talybont South and University Hall).

### *How much will telephone calls cost?*

Call charges vary depending on what system you use, what time of day you are calling and where you are calling. For example the cheapest call would be from a private residential telephone on weekdays after 18.00 or anytime at the weekend. The most expensive call would be calling someone overseas from a mobile phone during the daytime. For more information about buying a phone and costs of calls see [www.ukstudentlife.com](http://www.ukstudentlife.com) click on "life" and then "telephone".

### *Telephone calls and internet from private accommodation*

If you decide to live in private accommodation or University-owned student house you will probably find that your house has got a telephone socket. There are different phone companies to choose from for your telephone rental, including BT, Virgin Media and Talk Talk. You will find that they can also supply other services like cable television and internet.

### *Skype*

A cheap way of talking to friends and family overseas is by connecting your computer to the internet and using Skype. It allows you to call, video call or instant message someone else who has Skype for free. For further information about Skype see [www.skype.com](http://www.skype.com)



## Receiving and sending post home

### *Sending Letters and Parcels*

If you need to send a lightweight letter within the UK then you can simply affix a postage stamp and put it in any post box. If you are unsure of how much the postage should be then take your letter to a Post Office for them to weigh it and advise how much it will cost to send. Parcels should always be taken to a Post Office for weighing and dispatching. If you are sending a parcel overseas you will need to complete a customs form, available in the Post Office.

### *Delivery of parcels to your University accommodation*

You can collect letters and parcels from Royal Mail from the reception at your University residence. However, residences staff are unable to sign for and accept parcels and deliveries on your behalf from private delivery companies. In special circumstances, Residences staff will accept a parcel from a private delivery company on your behalf, if you make prior arrangements with your Residences Manager. For more details see: [www.cardiff.ac.uk/for/current/accommodation](http://www.cardiff.ac.uk/for/current/accommodation)



# Studying at Cardiff University

## Enrolment

*To become a student of Cardiff University and gain access to the library and computing facilities, you will need to enrol online before you arrive in Cardiff. To enrol online you will need to either pay your tuition fees or provide evidence of sponsorship for each year of your programme. For more information on paying your fees see page 22.*

### *When can I enrol?*

You will be sent an email from Cardiff University telling you when and how to enrol online 3 weeks before the start of your course. You will use your username and password which you should have received already and be asked your student number and your date of birth. If you have not received your username and password 3 weeks before the start of your course, please contact the enrolment team by email [enrolment@cardiff.ac.uk](mailto:enrolment@cardiff.ac.uk)

### *How do I enrol online?*

To complete online enrolment go to <http://sims.cardiff.ac.uk>

You will be guided through a series of web pages which will enable you to check information held by the University about you, and update information where required.

#### **We recommend you enrol online before arriving in Cardiff to avoid:**

- delays in your Cardiff University Student Card being issued
- delays in being able to access University computing facilities
- delays at School enrolment
- delays in obtaining your bank letter which you will need to open a UK bank account

Once you have completed online enrolment you will be shown details of your course and the core modules which form part of the course that you are registered for on the "Confirmation of Student Enrolment" screen. You may wish to print this out for your records and to show that you have completed online enrolment (a copy will be emailed to your Cardiff University email address). After online enrolment, you need to complete your School enrolment and attend School induction activities when you arrive in Cardiff. To find

out where and when these are, see the School Enrolment Information 2012/2013 web page for your School, your year and course [www.cardiff.ac.uk/regis/enrolment/essential](http://www.cardiff.ac.uk/regis/enrolment/essential)

### *Cardiff University Student identity card*

You must obtain your student identity card after you have enrolled. Your identity card will allow you to use the Students' Union, sports facilities, libraries and IT rooms. You will need to collect your ID card from the Students' Union. Students who are based at the Heath Park Campus can obtain their NHS cards from their Schools. You should keep this card with you at all times, it shows that you are a student of Cardiff University and it contains your important and unique student number. Your student card also gives you discounts in shops (see page 25).

In order to comply with the UK Government's immigration rules, before you pick up your student ID card, University staff will make a copy of your visa in your passport.

## Academic support

You may find the pace and level of academic work higher than you have been used to when you start your course, but support is available within the University to help you improve your study skills.

### Where can I go for help if I'm worried about my academic studies?

Your Personal Tutor should be your first point of contact. Your Personal Tutor will be a member of teaching staff within your School who will be able to advise you on any academic, personal or health matter that is affecting your studies. They may also refer you to one of the other University advice staff if they feel you would benefit from speaking to a specialist. Your Personal Tutor should arrange to see you at least 3 times each year, but you can also arrange a meeting with them.

### How can I arrange to see my Personal Tutor?

Your tutor or course lecturers will usually have office hours when they are available to see students. You can contact them at the end of classes or by email to arrange a time to meet. They may have a sheet of paper outside their office where you can sign up for an appointment.

### Where can I access study skills support?

You can also access online advice about improving your study skills and revision techniques at [www.cardiff.ac.uk/advice/academic/studyskills](http://www.cardiff.ac.uk/advice/academic/studyskills)

### Where can I access English support?

The University offers a variety of In-session English language and study skills courses specially designed to help international students succeed. If English is not your first language, you may find you need extra support understanding lectures, seminars and completing assignments. Some Schools have their own programmes of language and study skills support for international students which are specifically developed to meet the needs of a particular course or subject area. Further details on the web [www.cardiff.ac.uk/elt/insessional](http://www.cardiff.ac.uk/elt/insessional)

### Will academic study at Cardiff University be similar to how it is in my country?

You are likely to find that there are some things that are similar but many things are going to be different. Many people find that studying at university is a new challenge, and they need to find different ways of working and studying effectively. As with all aspects of life in a new country and culture it is important to keep an open mind and be flexible. If you are unsure about anything, ask your personal tutor, or someone in your School.

### Semester dates 2012 - 2013 for undergraduate courses\*

#### Induction Programme and enrolment

Wednesday 19 September - Sunday 30 September 2012

#### Semester 1 (Autumn Term)

Monday 1 October 2012 -  
Friday 25 January 2013

#### Christmas Holidays

Monday 17 December 2012 -  
Sunday 6 January 2013

#### Semester 1 (exam period)

Monday 14 January -  
Friday 25 January 2013

#### Semester 2 (Spring Term)

Monday 28 January -  
Friday 14 June 2013

#### Easter Holidays

Monday 25 March -  
Sunday 14 April 2013

#### Semester 2 (exam period)

Monday 13 May -  
Friday 14 June 2013

\*The academic year dates for postgraduate students and anyone studying a health-related subject can vary according to the course you are studying but often follow a similar pattern. Your School will send you the academic year dates.

### What can I do to prepare for studying in Cardiff?

There is a free pre-arrival interactive website for international students that provides examples of what it is like to study at a UK university  
[www.prepareforsuccess.org.uk](http://www.prepareforsuccess.org.uk)

## What different types of classes will I be expected to attend?

### Lecture

This is a large class (sometimes over 100 students), that lasts for 1 hour. The lecturer will give a general overview of a topic and you will need to take notes. There is usually little opportunity to ask questions during lectures.

### Seminar

This is a small class of around 15 students or less and typically involves a lot of student interaction. The lecturer may notify you of a topic for discussion in advance and sometimes a group of students will prepare a short presentation. The aim is for the students to analyse the topic through discussion and learn from other students. Reasoned argument is encouraged; don't be afraid to speak out, to challenge others, (including the lecturer) and contribute your ideas.

### Tutorial

This is a meeting between a tutor and an individual student or small group of students. It can include discussions and student presentations related to a particular topic if it is a small class. If it is a 1 to 1 meeting between you and your tutor, it will be an opportunity for you to discuss the progress of your work, and to tell the tutor about any problems you are having with a topic or with study methods.

### Practical work

On many courses you will have practical workshops, e.g. in laboratories, intended to give you practical application of the theories studied.

### Independent study

University study in the UK is aimed at encouraging a high level of independence and self-directed study. This means that you will be given guidance and help, but you will be expected to do a great amount of work on your own. This requires lots of self-motivation. You will be expected to learn key skills such as critical analysis and problem solving and develop your own ideas.

## How will I be assessed?

Assessment methods vary from one school to another, but they include:

- *written examination, normally essays rather than multiple choice questions*
- *course work including written essays, reports and dissertations*
- *group work projects*
- *presentation to a seminar*
- *practical assessments*

Undergraduate courses generally include a mix of essays, projects, presentations and practical assessments. Examinations are normally held in January and May/June.

Taught postgraduate courses also include a mix of assessments, but students are normally required to carry out a large research project in the summer. You may also be required to sit exams in January and May/June.

PhD and MPhil students are assessed on their written thesis and also attend an oral examination on their thesis.

## What do the grades 1st, 2:1, 2:2 and 3rd mean for assignments?

These are classes of degree. The highest grade is a 1st which is roughly equivalent to an 'A' grade or over 70%. This is followed by 2:1 (B or ranging between 60% and 69%), 2:2 (C or between 50% and 59%) and 3rd (Pass or under 49%). A 2:1 is considered a good grade and a 1st is usually very difficult to obtain.



## Organising your studies

In the UK students often work independently, studying on their own for long periods of time. To get the greatest benefit from your course you need to organise your time carefully, as simply attending lectures will not be enough for you to pass your degree. At the start of your course you should know how much work you are expected to do and the important dates for completing it. Undergraduate and taught postgraduate students are given a School Course Handbook which will outline what is expected of you. It will give information on:

- *The course content*
- *How the course is going to be taught, e.g. by lectures, seminars, group work etc.*
- *How you will be assessed, e.g. by examination and/or written work and what proportion of your overall mark a piece of work or examination represents*
- *When the assessments will take place and what marks you need to obtain to pass the course*

## Plagiarism

Plagiarism is using another person's writing, research, work or ideas as your own. Plagiarism is taken very seriously and may result in the loss of marks or even failing your course. To be safe, whenever you use a quotation from a book, or a website, or reproduce an author's ideas (even in your own words) note the original source. This process is known as "referencing". Check with your tutor about how you should reference your work.

As an international student you must be particularly careful not to plagiarise. If you do not have perfect English it is easy and tempting to copy things from books and journals. This is acceptable, but you must reference the work and, before giving the work to a tutor or for assessment, take time to check that you have referenced all your sources. For more information on all the resources available see [www.cardiff.ac.uk/advice/academic/studyskills](http://www.cardiff.ac.uk/advice/academic/studyskills)



## Additional facilities for postgraduate students

### *The Graduate Centre*

Cardiff University has a dedicated facility for postgraduate students providing additional resources in terms of space, study and social facilities, complementary skills workshops, trips and events. For further information on the events planned and facilities available to postgraduate students see the Graduate Centre website [www.cardiff.ac.uk/gradc](http://www.cardiff.ac.uk/gradc) or email [grad-centre@cardiff.ac.uk](mailto:grad-centre@cardiff.ac.uk)

### *Research Students Skills Development Programme*

If you are studying for a PhD or MPhil, you will have access to a programme of workshops and courses to help you develop high-level research skills as well as personal and professional skills. Some of these will be offered in Graduate School groupings with other researchers working in related disciplines while others will be offered on a University-wide basis enabling you to meet and learn from researchers in other disciplines. You will be introduced to the programme at the "Starting Out" induction event which is held in line with enrolment dates in October, January, April, and June. For more information see [www.cardiff.ac.uk/rssdp](http://www.cardiff.ac.uk/rssdp)



## Course books

### *Where can I get a reading list before I start my course?*

You should contact your School to obtain any available reading lists prior to arriving at Cardiff.

### *How will I get my course books?*

The libraries are conveniently located close to the academic schools, and offer a wide range of information resources in print and online. Most libraries have group study and quiet rooms, as well as social and individual spaces. They stock multiple copies of recommended text books and have long opening hours, including evening and weekends.

Your student ID card is also your library card, so you can borrow books from any of Cardiff University's libraries as soon as you have obtained your student ID card. Simply take the books you would like to borrow to one of the staffed service desks or self-issue points in the library, together with your student ID card. Undergraduate students can have 12 items on loan from University libraries at one time.

You can easily locate resources for your assignments, check your library borrowing, renew loan periods and reserve items using the online library catalogue (and mobile app).

Early in your course, you will be given an introduction to library and IT facilities.

Friendly staff will be available to give help and advice; printed and web-based guides are available on a range of topics; and you can also attend workshops and seminars to help you to make effective use of resources and facilities. A guide to using Voyager, the library catalogue is available online: <http://library.cardiff.ac.uk/>

For more details of our books, journals and electronic resources see [www.cardiff.ac.uk/insrv/libraries](http://www.cardiff.ac.uk/insrv/libraries)

### *Buying course books*

If your course books are in high demand you may find that you have to wait to use them and you may only be able to borrow them for a short time. You will therefore probably need to buy important course books and you should budget for this.

Essential course books are likely to be available in Blackwells bookshop located in Cardiff University Students' Union. You may also be able to buy the books on your reading list before you arrive in Cardiff. In September some lecturers give the reading list for some courses to Blackwells Bookshop. So if you pre-order them, they could be waiting for you when you arrive in Cardiff. To find out if Blackwells have your reading list and to order your books contact by email [cardiff@blackwells.co.uk](mailto:cardiff@blackwells.co.uk) web [www.blackwells.co.uk](http://www.blackwells.co.uk)

It is often a good idea to wait until you are in Cardiff before buying course books. You may be able to share books with friends, and you won't have to carry them from overseas.





For every kind of problem there are trained people at hand to offer help.

# Help and Advice

Sometimes people run into difficulties and need a little extra support. For every kind of problem there are trained people at hand to offer help. Every student at Cardiff University is also allocated a personal tutor to help you with any academic problems you may have (for information about academic support see page 29).

## Help before you arrive

If you need help before you arrive, the International Office can provide assistance and answer any questions, email: [international@cardiff.ac.uk](mailto:international@cardiff.ac.uk)

## The Student Support Centre

The Student Support Centre is a dedicated facility on campus to help students with any problems or questions. Their website is [www.cardiff.ac.uk/studentsupport](http://www.cardiff.ac.uk/studentsupport) Within the Student Support Centre you will find the following services:

### International Student Support

[www.cardiff.ac.uk/studentsupport/international](http://www.cardiff.ac.uk/studentsupport/international)  
International Student Support is dedicated to the welfare of international students. Browse through their website to see the many aspects of being an international student in the UK that they can help with, including:

- \_ Immigration advice and assistance with visa extensions
- \_ Employment regulations
- \_ Financial advice
- \_ Daily life in the UK

To contact International Student Support email [iss@cardiff.ac.uk](mailto:iss@cardiff.ac.uk)

### Counselling Service

[www.cardiff.ac.uk/clng/forstudents](http://www.cardiff.ac.uk/clng/forstudents)  
The Counselling Service provides help with more personal problems that may arise while you are a student at Cardiff. This service provides a confidential safe space where counsellors will work with you to help you to explore your situation or difficulty in private without judging you. Counsellors are very used to dealing with a wide range of personal and emotional difficulties. Counsellors also provide several free workshops, including the 'Cultural Connections' workshop which helps students adjust to living in the UK and building friendships. For further information, dates and to book a place see: [www.cardiff.ac.uk/counselling/students/workshops](http://www.cardiff.ac.uk/counselling/students/workshops)



### *Disability and Dyslexia Service*

[www.cardiff.ac.uk/dyslX](http://www.cardiff.ac.uk/dyslX)

The Disability and Dyslexia Service provides information, advice, guidance and a range of services to support disabled students. The Disability and Dyslexia team can assist disabled students, which includes students with medical conditions, physical and sensory impairments, physical and mobility impairments, mental health difficulties and specific learning difficulties, on matters relating to:

- Accommodation
- Applications for disability funding
- Screening and assessment for dyslexia and other specific learning difficulties
- Study skills tuition
- Access to support workers
- Access to and training on assistive technology

To contact the Disability and Dyslexia Service email [disability@cardiff.ac.uk](mailto:disability@cardiff.ac.uk)

## *Extra Support for you*

### *Where can I go if I just want to chat?*

[www.cardiffnightline.com](http://www.cardiffnightline.com)

If you ever feel alone and would like to speak to someone or would simply like information on anything from cinema times to exam dates you can ring Nightline between 20.00 and 08.00 7 days a week during term time. This service is run entirely by trained student volunteers.

Telephone +44 (0) 29 2087 0555

### *Advice and Representation Centre (ARC) in the Students' Union*

[www.cardiffstudents.com/advice](http://www.cardiffstudents.com/advice)

The Centre provides information, independent advice and representation for all Cardiff University students. They can help you with academic, consumer, financial and housing issues as well as general advice about student life. Arrange an appointment or drop in between 10am – 3pm (not Thursday mornings). To contact ARC email [advice@cardiff.ac.uk](mailto:advice@cardiff.ac.uk)

### *The International Officer in the Students' Union*

The International Officer is an officer elected by and for the students at Cardiff University. They help campaign on behalf of students from outside the UK on issues such as fees, equality and employment rights. They work closely with staff in ARC, the Societies Officer and the International Students' Association to make you feel welcome, safe and happy during your time in Cardiff University. Send the Officer an email and they will be happy to meet you for a friendly chat or listen to your concerns: [internationalofficer@cardiff.ac.uk](mailto:internationalofficer@cardiff.ac.uk) If you would like to join the International Students' Association please visit [www.groups.cardiffstudents.com/isa/about](http://www.groups.cardiffstudents.com/isa/about)



## *Living in Cardiff*

*Cardiff is an excellent city in which to live and study. As the capital of Wales, it has a large choice of social and leisure activities available and caters for all tastes. It is developing constantly and the number of facilities and amenities increases all the time. Known as one of the greenest cities in the UK, the city has more than 330 parks, gardens and peaceful spots. It is renowned for being vibrant and friendly and easy to get around.*

*From Cardiff it is easy to explore the beautiful countryside of South Wales and Southern England. London is only 2 hours away by train.*

*To find out more about the city and information about festivals and events on in Cardiff, visit the Tourist Information website  
[www.visitcardiff.com](http://www.visitcardiff.com)*

## How will I feel when I first arrive?

When moving to a new city it can be difficult to adjust to the new way of life and adapt to a new culture. You are likely to experience a whole range of emotions. Some of these feelings will be surprising, confusing, frustrating and can make you feel anxious. This is known as “culture shock” and almost everyone who studies, lives and works abroad will experience this to some degree. Differences in climate, food, dress, behaviour and language can all contribute to feelings of loneliness, disorientation, irritability, increased vulnerability and reduced confidence. Culture shock can affect anyone and is a very normal reaction for international students as they adjust to a new environment.

The best way to deal with culture shock is to try and understand the different situation you are in and how it makes you feel. In this way, you can work out how best to respond to the difference and so reduce your anxiety. Focusing on things you like in the new culture rather than the things you do not like will help keep your spirits high and enable you to be more tolerant of your environment.

These feelings will pass and you will settle into student life. However, if you do feel that you are unable to cope, ask for help from the Counselling Service and Student Union’s Advice and Representation Centre (see page 33). They will understand the problems you may be having and will listen sympathetically.



## How do I get around Cardiff?

Cardiff is a small city so you will find that you will be able to walk or cycle to most places. The Students’ Union, student residences and city centre are within a short walk of one another. There is also a regular bus service around the city. Details of timetables and fares can be obtained from the Cardiff Bus website [www.cardiffbus.com](http://www.cardiffbus.com)

Taxis can be a good way to get around if you have lots to carry. They are quite expensive but less if you share a taxi with your friends and split the cost. Taxi companies in Cardiff include:

- \_Capital Taxis - 029 20 777 777
- \_Dragon Taxis - 029 20 333 333
- \_Premier Taxis - 029 20 555 555

### Advice about taxis

#### 1

Always take a taxi that is registered with Cardiff City Council. Their licence is yellow and should be displayed at the back of the taxi. The taxi driver should also have their licence with their photograph displayed in the taxi.

#### 2

Always find out the price of the journey before you get in the taxi.

#### 3

Always pay for the journey when you have reached your destination, never at the start of the journey.

#### 4

Always sit in the back of the taxi behind the driver.

### Will I be able to drive in the UK?

If you hold a valid driving licence or international driving permit from your home country you can drive a car for up to 12 months in the UK. After 12 months you must obtain a UK driving licence and passed a driving test to be able to continue to drive legally. Before you drive in the UK the car or motorbike must be registered, taxed, insured and MOT’d. An ‘M.O.T.’ is a test which must be carried out by a certified garage; they test that your car is safe to drive. If your car fails its MOT test then you need to pay for work to be done on your car so that it will pass the test. You must have insurance and tax on the vehicle, as driving in the UK without these is illegal. For more detailed information about driving in the UK see [www.ukcisa.org.uk/student/info\\_sheets/driving.php](http://www.ukcisa.org.uk/student/info_sheets/driving.php)

### Planning to travel to Europe during the University vacations?

If you want to travel to certain countries in the European Economic Area you may need to apply for a Schengen visa. These visas are valid for 3 months and the International Student Support Team can help you apply (see page 32). Please make sure that you start planning for this visa at least 2 months before your holidays, as the application process can take a long time. For more information about Schengen visas see:

[www.cardiff.ac.uk/studentsupport/international/visaandimmigration/schengenvisas](http://www.cardiff.ac.uk/studentsupport/international/visaandimmigration/schengenvisas)

## Shopping

Cardiff has one of the best UK shopping experiences outside of London. The city centre offers a huge variety of shopping with a range of indoor, outdoor, old, modern, high street and designer shopping. Shops are usually open 09.00 - 17.30 Monday to Saturday, although many supermarkets are open from 08.00 - 22.00 and larger supermarkets may be open 24 hours. Most supermarkets are open also on Sundays from 10.00 - 16.00. Many large stores as well as small newsagents and grocery shops are also open for a shorter time on Sundays.

### Food Shopping

Cardiff has a large covered market in the central shopping area. You can buy almost anything in the market. It is an excellent source of cheap fish, meat, fruit and vegetables. You can also buy cheap crockery and cooking utensils there.

### Supermarkets

You will find that supermarkets are some of the best places to stock up on provisions, as there is likely to be one near where you are staying. Lidl supermarket is located near the University on Maundy Road, but the largest supermarkets are located some distance from the city centre, including Tesco, which is next to the Talybont Residence.

Many students order their groceries online and have them delivered to their University residence. You must be at home when your groceries are delivered because you need to sign for the delivery. You will need to give the supermarket company your mobile telephone number, so that they can ring you when they arrive at your residence reception.

### International Food Stores

There is a wide range of specialist international food stores in the city where you will be able to find most of the foods you are used to eating at home. These include shops that sell Halal, Chinese, Indian and African foods and many other food products from around the world. More information about the different international food stores will be available in your welcome packs when you arrive in Cardiff. It is also a good idea to join an international society and learn where other students shop.

## Religion and Faith

*In the UK there is freedom to follow any religion and any faith. The largest faith community is Christian and there are good relationships between the major religions. The vibrant international community at the University offers great opportunities for meeting people of your own and other religions.*

### *Where can I find others who share my religion?*

There are various religious societies within the Students' Union representing different faiths which you can think about joining, including the Islamic, Jewish and Christian societies. Details of these can be found at [www.groups.cardiffstudents.com](http://www.groups.cardiffstudents.com)

### University Chaplaincy

The Chaplaincy is a place of friendship, hospitality, prayer and support. It offers opportunities for students to relax and to explore faith and spirituality. The Chaplaincy welcomes individuals from all parts of the world regardless of their nationality or religion and is committed to encourage discussion between students of different faiths and backgrounds. The Chaplaincy is based in Cathays campus with Anglican, Methodist, Catholic and Muslim Chaplains, and welcomes students from all faiths, or none. For further information about the Chaplaincy and all denominations and faiths, including details of their places of worship near the University see [www.cardiff.ac.uk/chaplaincy](http://www.cardiff.ac.uk/chaplaincy)

### Prayer rooms

The University has a number of quiet rooms for prayer and contemplation across campus. See [www.cardiff.ac.uk/estat/roombookings/quietrooms/quiet\\_rooms.html](http://www.cardiff.ac.uk/estat/roombookings/quietrooms/quiet_rooms.html)

### *Where can I find places of worship in Cardiff?*

You will find that there is a wide range of religious organisations and places of worship in and around Cardiff.

### *Religious facilities outside the University*

#### Buddhism

##### **The Cardiff Buddhist Centre**

12 St Peter's Street, Cathays.  
[www.cardiffbuddhistcentre.com](http://www.cardiffbuddhistcentre.com)

##### **Cardiff Vajrayana Buddhist Groups**

[www.aroter.org](http://www.aroter.org)

#### Christianity

##### **St. Andrew & St. Teilo (Anglican)**

Corner of Woodville Road and Flora Street, Cathays.  
[www.standrewandsteilo.org.uk](http://www.standrewandsteilo.org.uk)

##### **Woodville Baptist Church**

Crwys Road, Cathays.  
[www.woodybap.org.uk](http://www.woodybap.org.uk)

##### **St. Peters (Catholic)**

St. Peters Street, Roath.  
[www.stpeters-roath.co.uk](http://www.stpeters-roath.co.uk)

##### **Cathays Methodist Church**

corner of Crwys Road and Fanny Street, Cathays.  
[www.cathaysmethodist.org.uk](http://www.cathaysmethodist.org.uk)

#### Hinduism

##### **Shree Kutchi Leva Patel Samaj**

Mardy Street, Grangetown.

#### Swaminarayan Temple

Merches Place, Grangetown.  
[www.swaminarayanwales.org.uk](http://www.swaminarayanwales.org.uk)

#### Islam

##### **Shah Jalal Mosque (& Cultural Centre)**

Crwys Road, Cathays.  
[www.shahjalalmosquecardiff.org.uk](http://www.shahjalalmosquecardiff.org.uk)

##### **Darul Isra (Muslim Community Centre)**

25 Wyeveerne Road, Cathays.  
<http://darulisra.org.uk>

##### **Al-Manar Centre**

2 Glynrhondda Street, Cathays.  
[www.almanar.org.uk](http://www.almanar.org.uk)

#### Judaism

##### **Cardiff Reform Synagogue**

Moira Terrace.  
[www.cardiffreformsyn.org.uk](http://www.cardiffreformsyn.org.uk)

##### **Cardiff United Synagogue**

Brandreth Road, Penylan.  
[www.cardiffshul.org](http://www.cardiffshul.org)

#### Sikhism

##### **Sri Dasmais Singh Sabha Gurdwara**

**Bhatra Sikh Centre**  
97-103 Tudor Street, Cardiff.

##### **Nanak Darbar Bhat Sikh Temple**

18 Copper Street, Adamstown.



## Social Life

### *The Students' Union*

When you enrol at Cardiff University you also become a member of Cardiff Students' Union. The Union is run by students, for students and is dedicated to the social and welfare needs of all students on campus. Being a member means that you are entitled to a wealth of benefits, entertainment, support, services and activities. The Athletic Union is one of the biggest in the UK, and there are a huge number of sports clubs to get involved in. You can also get involved in the award winning student newspaper Gair Rhydd (meaning "free word" in Welsh), radio station and TV channel. For more information see [www.cardiffstudents.com](http://www.cardiffstudents.com)

The Lounge in Students' Union is fantastic place to meet friends and relax and is very popular with International Students. It is an ultra modern space with a meeting rooms, big TV screen and Skype capabilities.

The Union also has a range of cafés where you can have a good meal. It is a great place for entertainment in the evening, with low prices and its own night-club, making it a popular choice for many students. There is also a range of shops selling everything from computers to course books, food, houses and essay printing.

### *Student societies*

Within the Union, there are over 140 cultural, social and political societies run by students for students. They provide the opportunity to try something new, almost every week. They offer a huge range of activities, from going on trips and holidays, making music, volunteering your time and energy for a worthy charity, to celebrating a national day or religious event and more. Becoming involved in a society is an excellent way to make friends, discover new interests and add to your CV.

During the first week of term there will be a Societies Fair in the Students' Union, which is an ideal opportunity to find out more about the societies and join those which interest you. But if you miss this don't worry, you can join a society at any time throughout the year online <http://groups.cardiffstudents.com/societies>

### *International societies*

There are many International Societies which reflect the multicultural environment of Cardiff University such as the International Students' Association. These societies are ideal for combating culture shock, as wherever in the world you have travelled from, you are sure to find other students who share a common bond. Similarly, there are lots of religious societies that provide new students with the chance to worship and express their religious beliefs. If there is a particular culture or country you feel should be represented, you can always start one yourself by getting in touch with the Societies Officer [societiesofficer@cardiff.ac.uk](mailto:societiesofficer@cardiff.ac.uk)

### *Departmental societies*

Every course at University has a corresponding society. So, whether you study Business or Medicine, Engineering or Law, you will find a society in which you can meet fellow course-mates. Joining a course society gives you the opportunity to make new friends who are interested in the same area of study as you, and also the opportunity to share ideas and provide helpful advice. Whatever course you study, you can join any course society, so if you have an interest outside your degree, joining one can allow you to explore new subjects.



## Sports and sports clubs

*Getting involved with a sports club is a great way to make friends while at University. All levels of sport are catered for and you will be made to feel welcome at any of the sports clubs, whatever your standard.*

The Athletic Union currently supports around 60 sports clubs ranging from recreational to competitive sports and competes against other British Universities in BUCS (British Universities and College Sport) competitions. All sports teams are run by students for students, and details of all sports clubs and how to join can be found online [http://groups.cardiffstudents.com/club\\_signup](http://groups.cardiffstudents.com/club_signup)

The Intra Mural Games (IMG) is the name of the University's recreational sports league. The IMG gives you the chance to play sports on a more informal basis with groups of friends or other students from your School. If you love playing sport but don't have time to commit to busy training schedules or just want to keep active with a weekly kick around then the IMG is for you.

During your first week at Cardiff you can visit the Sports Clubs Freshers' Fair where you can find out what clubs exist, meet members of those clubs and join any clubs you would like to become involved with. Membership fees range from £5 to £100. For further information on each of the clubs or details on how to get involved see <http://groups.cardiffstudents.com/img/about>



### *Sports Facilities*

The University has a range of gyms, fitness classes and sports facilities if you are looking to keep fit and healthy or play casually with friends without joining a sports club. At Talybont Residences site there are a wide range of facilities including; artificial pitches, tennis courts, indoor cricket wickets, a gym and 2 large sports halls for any team sport.

There's also a well-equipped gym on Park Place, in the Cathays Campus. Here you can also take part in lots of different fitness classes, or enjoy beauty treatments, have sports massage or physiotherapy. See the Sport website for further information: [www.cardiff.ac.uk/sport](http://www.cardiff.ac.uk/sport)

### *High Performance Sport Programme*

The Cardiff University Sport High Performance Support Programme is open to all undergraduate and postgraduate students at Cardiff University. To be eligible you must have at least represented your country at junior or senior standard or be recognised by your governing body as having outstanding potential. The main aim of the programme is to support young, talented sportsmen and women through their time in Higher Education at Cardiff University. For more information on the programme or Cricket Centre of Excellence email the Sports Development Co-ordinator – Paul Jones: [jonespd4@cardiff.ac.uk](mailto:jonespd4@cardiff.ac.uk)





## Working in the UK

### *Can I work while I am studying in Cardiff?*

Most students in the UK have immigration permission which allows them to work during their studies. The hours and type of work you can do are restricted and depend on the type of course you are doing.

You can work in the UK if you have a Tier 4 student visa and your passport sticker or biometric residence permit (identity card) says any of the following:

- \_ *Work (and any changes) must be authorised*
- \_ *Able to work as authorised by the Secretary of State*
- \_ *Restricted work in term-time*

A restriction means that you can work without obtaining permission for a restricted number of hours a week during term-time.

Your passport sticker or identify card may say something a bit different from these examples, but you can work unless it says:

- *No work, or*
- *Work prohibited*

If you have entered the UK as a "Student Visitor" you are not allowed to work in the UK (paid or unpaid) or do any work placement as part of your course.

Don't work if you are not allowed to, or work too many hours. This is illegal! UKBA treat this very seriously and will remove you from the UK.

If you are uncertain of the meaning of the statement placed in your passport regarding permission to work, please check when you arrive in Cardiff with the International Student Support Team in the Student Support Centre (see page 32).

### *Sandwich course work placements*

If you have a Tier 4 student visa, you can work full-time on a work placement as long as the work placement is less than 50% of the length of the course. Unless, the law says that you must spend more than half of your course doing work placements. This applies to Postgraduate Certificate in Education. Your work placement must be an assessed part of your course, and it can take place at any point in your studies.

For more information about working during your studies see [www.ukcisa.org.uk/student/working\\_during.php](http://www.ukcisa.org.uk/student/working_during.php)

### *Changes to the immigration rules on working in the UK*

The advice in this chapter was up-to-date when we published it in February 2012. However, the UK Government often change the immigration rules about working in the UK, so you MUST check the following websites for the most up-to-date information:

[www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students)

[www.ukcisa.org.uk/student/working\\_during.php](http://www.ukcisa.org.uk/student/working_during.php)

For more information about working during your studies see

[www.ukcisa.org.uk/student/working\\_during.php](http://www.ukcisa.org.uk/student/working_during.php)

[www.cardiff.ac.uk/studentsupport/international/employment/workingduringstudies](http://www.cardiff.ac.uk/studentsupport/international/employment/workingduringstudies)



### *What sort of work can I do during my studies?*

*You can do most kinds of work, but you must not:*

- be self-employed
- be employed as a professional sportsperson or sports coach
- be employed as an entertainer
- take a permanent full-time job

### *How many hours a week can I work?*

If you have a Tier 4 student visa and are studying at degree level (for example undergraduate or postgraduate degree), then you are allowed to work up to 20 hours a week during term-time and full-time during your holidays. You are also allowed to do a work placement or an internship that is part of your course.

If you have a Tier 4 student visa and you are studying below degree level, (for example, an English language pre-sessional or Bridge course or International Foundation Programme) then you are only allowed to work up to 10 hours a week during term-time and full-time during the holidays.

### *Where can I find employment opportunities?*

The Unistaff Jobshop on campus is a good starting point for your search for casual employment. It is a free service for all Cardiff University students. The Jobshop operates as a temporary student employment agency providing part-time jobs with the Students' Union, University and outside companies. It also provides an introductory service to local employers. All vacancies that are advertised pay at least at the adult National Minimum Wage (currently £6.08 per hour) regardless of age. Once you arrive in Cardiff, you can register by calling into the Jobshop in the Students' Union building with your student ID card and passport. More information [www.cardiffstudents.com/jobs](http://www.cardiffstudents.com/jobs)

### *What types of work will I be able to get and how much do they pay?*

It is important to be realistic about the job opportunities available. In the UK, generally students obtain part-time relatively low paid casual work, (paid at the National Minimum Wage rate). Typically this kind of work includes, working in a shop, as a campus tour guide, in a restaurant or bar, as a cleaner, or as a computer data entry clerk. You cannot rely on securing a part-time job to pay your fees or living expenses (see page 24).

### *Voluntary and community work*

Voluntary work is unpaid work for charities and in the local community. It gives students a great opportunity to develop new skills, meet new people and be involved in something worthwhile.

Student Volunteering Cardiff offers a variety of voluntary work placements which will develop communication and team skills, increase work experience (and improve CVs) and help you experience different aspects of British culture. It will also help you to improve your English.

If you are considering volunteering it is advisable to bring with you a Certificate of Good Conduct from your country as there are some regulations for volunteers working in the UK, especially when working with children. If you do not have one, don't worry - some placements don't require one.

For more information contact the Student Volunteering Cardiff Office by email [svc@cardiff.ac.uk](mailto:svc@cardiff.ac.uk) or see the website [www.svccardiff.org](http://www.svccardiff.org)



## Working after your studies

When you have successfully completed and been awarded your degree it may be possible for you to apply to stay and work in the UK as a skilled worker on a Tier 2 visa. You must first obtain a graduate level job offer with a specified minimum wage with an employer who is a UKBA registered Tier 2 sponsor. You must have this job offer before your current student visa expires and you have to leave the UK.

It is advisable to start your job search in the Autumn term of your final year of study (or early in your Master's degree programme) to meet early deadlines to obtain many UK graduate jobs on offer. Remember that Cardiff University's Careers & Employability Centre is there to support and guide you along the job application process.

### Careers and Employability Centre

The University's dedicated Careers Service offers advice and support on:

- searching for work
- obtaining work experience
- choosing a career
- employer information
- further study

They have careers information and vacancy listings online at [www.cardiff.ac.uk/carsv](http://www.cardiff.ac.uk/carsv) and in their well-equipped centre on 2nd floor, 50 Park Place. A wide range of employers regularly visit the Career Service to recruit new graduates and careers fairs are held throughout the year.

The Careers & Employability Centre also offers specific career services for international students including:

- 30 minute consultations
- Career workshops covering UK employment, CV writing and work experience ideas
- Job and internship opportunities

### Enhancing your CV

#### Student Development Unit

You can improve your job prospects by taking one of the short courses on offer in the Student Development Unit. These courses help you improve your personal effectiveness and employability skills. These include making presentations, teamwork, problem-solving and time management. For further information and to apply online for these courses see <http://groups.cardiffstudents.com/sdu>

#### Student Enterprise

Cardiff University also offers Student Enterprise, designed to provide developmental training and competitions if you are interested in becoming an entrepreneur and starting your own business. You can read more about Student Enterprise on their blog [www.enterprisecardiff.net](http://www.enterprisecardiff.net)

### Changes to the immigration rules on working after your studies

The advice in this chapter was up-to-date when we published it in February 2012. However, the UK Government is currently making changes to the immigration rules that allow students to work in the UK, but has not yet provided any details. You MUST therefore check the following websites for the most current information:

[www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students)

[www.cardiff.ac.uk/studentsupport/international/employment](http://www.cardiff.ac.uk/studentsupport/international/employment)

[www.ukcisa.org.uk/student/working\\_after.php](http://www.ukcisa.org.uk/student/working_after.php)



## Staying Safe and Healthy

### Before you come to the UK

#### *Do I need any vaccinations or health checks before coming to the UK?*

We recommend that you are vaccinated against tuberculosis, tetanus, polio, diphtheria, meningitis C and measles, mumps and rubella (MMR). Current advice is that 2 doses of the MMR vaccine are needed to give you adequate protection.

For students studying medicine, dentistry, nursing and other health-related courses please check the immunisation details requested on the Pre-Course Occupational Health Questionnaire sent to you.

These precautions are necessary to ensure that you are properly protected from potentially serious illness. We strongly advise you to check with your doctor before leaving for Cardiff to confirm that these immunisations are up-to-date. If you have any queries about the vaccinations you require, please contact the University Health Centre by email [health@cardiff.ac.uk](mailto:health@cardiff.ac.uk)

#### *A Doctor's Report*

If you are having any medical treatment or you have had any serious illness in the past, please bring a doctor's report with you in English. The report should give details of the illness, any medicines you are still taking and any future treatment needed. You should give this report to your new doctor that you will be registering with, when you arrive in Cardiff.

#### *Do I need medical insurance?*

If you are coming to the UK for more than 6 months then you are entitled to free health care in the UK. If you are coming for less than 6 months you are not entitled to free NHS treatment. You should make sure you have adequate medical insurance to cover medical costs if you fall ill and also to cover additional possible costs resulting from illness. These can be substantial and include:

- *Lost fees if you are unable to complete your course*
- *The cost of returning home if a relative is ill*
- *Cost of a relative visiting you in the UK if you fall ill*
- *Cost of returning to your home country for treatment*
- *Or in the worst possible situation, returning a body home for burial*

Even if you are entitled to free NHS treatment whilst in the UK, you should consider taking out insurance which covers the above additional costs because you are not entitled to free health care for illnesses that existed before you arrived in the UK or anything that happened on the way to the UK. Even if you are covered by the NHS for medical treatment, you may find that there are long waiting times of several months for services. An insurance policy which gives you access to private medical care could give you much quicker access to the treatment you need.

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 in association with UKCISA has produced a special health insurance policy for international students, which also covers refund of tuition fees in the event of illness and damage to your possessions when travelling to and from your home country to Cardiff. For more information see [www.endsleigh.co.uk](http://www.endsleigh.co.uk) click on "travel" and then "international students."



## Your Personal Safety

Cardiff is a safe city, but like all cities you have to be sensible. The vast majority of international students enjoy a positive and rewarding experience during their stay in Cardiff. The suggestions that follow are intended to advise, not to alarm. Much of the advice is common sense, but it can make a real difference.

- *If you go out alone at night make sure someone knows where you are going.*
- *When you go out in a group at night stay with them; there is safety in numbers.*
- *Keep to public routes that are well lit at night. Don't take risky alternative dark routes even if in a hurry.*
- *Carry a personal safety alarm; available at discounted prices from the University Security Centre.*
- *If using a taxi, use a recognised taxi rank or try and pre-book with a reputable taxi firm (see page 35).*
- *If travelling alone in a taxi, always sit in the rear seat behind the driver.*

Further information and advice are available from the Security Centre which is based on Park Place, opposite 51 Park Place (number 35 on the campus map).

### Security on campus

The University Security Centre provides 24-hour security cover for the University campus and halls of residence.

A comprehensive CCTV camera system operates throughout the University campus, including some of the large residential sites. The cameras are used to direct security staff to incidents, and the Centre works in close liaison with the police. If you have any personal security concerns, require some security advice, or wish to report a crime, telephone the Security Control Centre:

Tel: 029 2087 4444

Email: [securityservices@cardiff.ac.uk](mailto:securityservices@cardiff.ac.uk)

## Health care in the UK

Arriving in a new country is a very busy time and there are lots of changes to cope with. Please make sure that you don't forget to take care of yourself when you are adjusting to the unfamiliar UK food, different climate and the emotional strains of being away from home.

### How do I register with a doctor?

In the UK, non-emergencies are dealt with in a surgery by a doctor known as a General Practitioner (GP). You need to register with a doctor before you are treated. So you must do this within the first week of your arrival in the UK. You do not pay to register with or to consult with a doctor. Women can see a female doctor. GP appointments are short - only 5 minutes or 10 minutes, but your GP will refer you to a consultant - an expert - if you need extra or special treatment, like an operation.

If you are living in University accommodation, registration with a doctor can be arranged through your hall of residence. Ask the residence manager for details. Or you can register with a GP by going to the doctor's surgery. Names and addresses of doctors can be obtained from the University Health Centre or [www.cardiff.ac.uk/osheu/healthcentre/gpdept](http://www.cardiff.ac.uk/osheu/healthcentre/gpdept)

### Where can I find a dentist?

Although dental treatment is available on the NHS, it is not always free. You may receive a dental health check up without being charged but additional dental treatment will be payable depending on individual circumstances. You can choose which NHS dentist you want to be registered with (it does not need to be the dental practice closest to your residence), but you need to be registered with a dentist before you receive treatment from them. To find a list of NHS registered dentists (these are considerably cheaper than private dentists) see [www.cardiff.ac.uk/osheu/healthcentre/gpdept](http://www.cardiff.ac.uk/osheu/healthcentre/gpdept)

### Where can I get further health advice?

If you or your family are feeling ill, NHS Direct can be a helpful source of advice and information. The NHS Direct website and telephone service can provide information about the provision of local services, such as doctors' surgeries, dentists, opticians and pharmacies. NHS Direct also provides a confidential health care advice and information service 24 hours a day.  
Tel: 0845 46 47 [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

### Am I entitled to free medical treatment in the UK?

If your course is 6 months' duration or more you will qualify for National Health Service (NHS) treatment. You must also register with a doctor (see above).

This is the UK's state health service which provides treatment on a wide range of health care services. If you are entitled to NHS treatment the following services will be free of charge:

- \_ Medicine you require on prescription - this is free in Wales (but not throughout the UK)
- \_ Consulting a doctor/General Practitioner/GP and most other GP services (e.g. visiting a doctors' surgery/clinic)
- \_ Treatment in a hospital (both emergency and non-emergency treatment)

You are likely to pay for:

- \_ Some GP services (e.g. vaccinations for travel and getting a sickness certificate)
- \_ Dental treatment
- \_ Optical treatment (you can get free and reduced price optician services through the University's School of Optometry)
- \_ Any illness or conditions which existed before you arrived in the UK

### Cardiff University's Student Health Centre

The Student Health Centre is available for use by all Cardiff University students and offers services including family planning, holiday vaccination information, wart and verruca clinics and general health enquiries.

Should you be unwell, have difficulties with your studies, or experience personal problems you are encouraged to seek help at the earliest opportunity. The practice nurses operate a "drop in" service where you will generally be seen within 15 minutes of arrival and an appointment can be made with the doctor, if required. The Student Health Centre is not open at the weekend or evenings, which is why it is essential that you register with a GP.

Further information on the Student Health Centre and topical health issues can be found on the web  
[www.cardiff.ac.uk/osheu/healthcentre](http://www.cardiff.ac.uk/osheu/healthcentre)



## Bringing your family to Cardiff

*Before making the decision about whether to bring your family to Cardiff, you will need to consider whether the immigration rules allow them into the UK, your financial position and whether your partner and children will adapt to life in the UK.*

### *Can my family/dependants stay with me in the UK during my studies?*

UK immigration authorities only allow your dependants to obtain visas to come to the UK. This is your partner/husband/wife and any dependant children you may have. They can stay with you in the UK if:

- You are government-sponsored and your course is over six months long, or
- You are doing a postgraduate level course of 12 months or longer.

UKCISA have created a tool to help you find out if your family can come and stay with you in the UK, see:

[www.ukcisa.org.uk/student/t4\\_family/index.php](http://www.ukcisa.org.uk/student/t4_family/index.php)

### *Where can I get more information?*

For more advice on a wide range of issues including immigration, accommodation, health, employment, schools and childcare for your family see:

[www.cardiff.ac.uk/studentsupport/international/families](http://www.cardiff.ac.uk/studentsupport/international/families)

### *Can my family members work while I study in the UK?*

If you have a Tier 4 student visa, your family members will be able to work if you are either:

- a government sponsored student taking a course that is over six months long, or
- taking a postgraduate course that is at least 12 months long

Family members who are allowed to work can take any type of employment, except as a doctor or dentist in training. They can also be self-employed.

Your dependants must check the conditions on their visa. They are allowed to work as long as it does not say:

- no work, or
- work prohibited

If they are unsure, they should check with the International Student Support Team in the Student Centre (see page 32).



You must make your preparations well in advance. It is particularly important that you ensure that your finances are arranged and that you have organised suitable accommodation for you and your family.

## Visas for your dependants

### *Where can we find advice and guidance on the dependants' visa process?*

Before your family members apply for their dependants visa they should carefully read the VAF10 guidance notes, the PBS' (Dependant) Policy Guidance and UKCISA guidance notes, see:

[www.ukba.homeoffice.gov.uk/visas-immigration/partners-families/migrant-workers-students/](http://www.ukba.homeoffice.gov.uk/visas-immigration/partners-families/migrant-workers-students/)  
[www.ukcisa.org.uk/student/info\\_sheets/your\\_family.php](http://www.ukcisa.org.uk/student/info_sheets/your_family.php)

### *Where should my family apply for their dependants' visa?*

Your family should apply for their dependants' visa in the same country that you applied for your student visa (i.e. your home country). Find your closest visa application centre on the UKBA country finder website [www.ukba.homeoffice.gov.uk/countries](http://www.ukba.homeoffice.gov.uk/countries)

To apply for a dependants visa, each member of your family must complete a separate VAF10 application form. This is available from: [www.ukba.homeoffice.gov.uk/visas-immigration/partners-families/migrant-workers-students/](http://www.ukba.homeoffice.gov.uk/visas-immigration/partners-families/migrant-workers-students/)

### *How much money do my dependants need to show?*

Your dependants must be able to show evidence that they have living expenses of £450 per month, up to a maximum of 9 months (£4,050) depending on the length of your course.

Your dependants should submit bank statements with their visa application to show they meet the required living expenses. The money can be in an account in your name or your dependant's name. The UKBA are very specific about the financial documents they accept as proof that you meet the living expenses. Please see page 07 for more information.

If you are sponsored by an official financial sponsor and are providing a sponsor letter to confirm that you meet the required living expenses for yourself and your dependants, this letter must state all names of dependants.

Please read the PBS (Dependant) Policy Guidance carefully to ensure that the required living expenses are met: [www.ukba.homeoffice.gov.uk/visas-immigration/partners-families/migrant-workers-students/](http://www.ukba.homeoffice.gov.uk/visas-immigration/partners-families/migrant-workers-students/)

### *What documents will my family need for their dependants visa?*

Each dependant will have to provide the following documents:

- Completed VAF10 application
- Valid passport;
- 1 passport-sized colour photograph, not more than 1 month old;
- The application fee which is the equivalent of £289 in local currency;
- Evidence that they have enough money to meet the maintenance requirements;
- Evidence of their relationship to you e.g. marriage or birth certificate.

A photocopy of each document in addition to the original should be submitted.

### *Changes to the immigration rules on your family's immigration*

The advice in this chapter was up-to-date when we published it in February 2012. However, immigration law regularly changes, so you MUST check you have the most up-to-date information by checking the following websites: [www.ukcisa.org.uk/student/info\\_sheets/your\\_family.php](http://www.ukcisa.org.uk/student/info_sheets/your_family.php)  
[www.cardiff.ac.uk/studentsupport/international/visaandimmigration/dependants](http://www.cardiff.ac.uk/studentsupport/international/visaandimmigration/dependants)



## Family accommodation

*We strongly advise you not to bring your family to Cardiff until you have suitable accommodation for them, which may mean travelling to the UK alone and making arrangements for your family to join later.*

### *What types of family accommodation are available?*

#### University flats for couples and families

There is a small number of University flats available for couples without children and for couples with children, in the first year of study. There is a very limited number of this type of residence, so we are not able to guarantee this accommodation.

Full details about couples/family University accommodation can be found at [www.cardiff.ac.uk/residences](http://www.cardiff.ac.uk/residences)

#### Private family accommodation

There is a wide choice of privately rented accommodation in Cardiff. However, it can take you some time and expense to find suitable family accommodation at a price that you can afford. If you are going to look for family accommodation, we recommend that you arrange to come to Cardiff, on your own, in late August/early September. You should arrange to stay in bed and breakfast or University residences, for about a week, and try to find accommodation before your family comes to join you. You can arrange to stay in University summer residences which are available from mid-June until the beginning of September.

For more information on University summer accommodation see [www.cardiff.ac.uk/for/prospective/residences/summer](http://www.cardiff.ac.uk/for/prospective/residences/summer)

Residences Office  
Telephone +44 (0) 29 2087 4849  
Email [residences@cardiff.ac.uk](mailto:residences@cardiff.ac.uk)

To find out about private accommodation in Cardiff, see page 13 of this Guide.





## Healthcare and schooling for your family

### *Will my family be entitled to healthcare in the UK?*

As long as your course lasts 6 months or more, your wife/husband and children under 16 (under 19 if still at school or college) can get free healthcare treatment from the NHS, so they should register with a doctor in the same way as you when they arrive in the UK (see page 43). Otherwise, you and your family are only entitled to limited free NHS treatment. You will have free emergency hospital treatment but only the treatment given in a NHS Accident and Emergency department is free of charge. If your course is less than 6 months, it is very important that you take out medical insurance for the duration of your visit to the UK. For more information see page 42.

### *Dental Treatment*

Children under the age of 16, or under 19 in full-time education, are automatically eligible for free dental treatment. Women who are pregnant or have had a baby within the last 12 months are also eligible.

### *Child care and schooling for your children*

#### Pre-school children

The University Day Care Centre provides crèche facilities for children aged 10 weeks to 5 years and is open between 08.00 and 18.00 Monday - Friday most of the year. The cost of full-time care is dependent on the age of your child.

Please note that childcare at the University Day Care Centre is not included in your tuition fees and it is your responsibility to arrange payment for your child's care. You may be able to get some help with childcare fees. For more information about the possibility of obtaining financial support for childcare costs please contact the Student Support Centre email [studentsupportcentre@cardiff.ac.uk](mailto:studentsupportcentre@cardiff.ac.uk)

The Centre caters for up to 64 children. Demand for places is extremely high and you are advised to apply for childcare as soon as you know you are bringing young children to Cardiff. Telephone +44 (0) 29 2087 4135 or email [creche@cardiff.ac.uk](mailto:creche@cardiff.ac.uk) web [www.cardiff.ac.uk/creche](http://www.cardiff.ac.uk/creche)

#### Schooling for children

Children between the ages of 4 and 16 have to attend primary (aged 4 - 11) and secondary schools (age 11 - 16). The school year begins in September and ends in July. The school day runs from around 09.00 - 15.15. Children are required by law to attend school, which is free for all children up to the age of 16. With some exceptions, schools are under the control of the Local Education Authority (LEA) which, for Cardiff, is Cardiff County Council.

#### Finding a school

It is not possible to register your child at a school before you have an address in the UK. For further information and a list of the LEA schools in and around Cardiff see [www.cardiff.gov.uk/schools](http://www.cardiff.gov.uk/schools) or telephone +44(0)29 2087 2837.

#### Children for whom English is a second language

If you think your child will need support in learning the English language in an English speaking school you will be pleased to know that in Cardiff there are schools which have provision for students who are English language beginners and improvers. Support is provided by Cardiff Council's Ethnic Minority Achievement Service and children are supported in their own class. Your child's school teacher should be able to access this additional English language support for your child.

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## Useful Contacts

### International Office

Telephone +44 (0) 29 2087 4432  
 Fax +44 (0) 29 2087 4622  
 Email [international@cardiff.ac.uk](mailto:international@cardiff.ac.uk)  
[www.cardiff.ac.uk/international/arrive](http://www.cardiff.ac.uk/international/arrive)

### Residences Office

Telephone +44 (0) 29 2087 4849  
 Email [residences@cardiff.ac.uk](mailto:residences@cardiff.ac.uk)  
[www.cardiff.ac.uk/residences](http://www.cardiff.ac.uk/residences)

### English Language Support

Telephone +44 (0) 29 2087 6587  
 Fax +44 (0) 29 2087 6141  
 Email [elt@cardiff.ac.uk](mailto:elt@cardiff.ac.uk)  
[www.cardiff.ac.uk/elt](http://www.cardiff.ac.uk/elt)

### Student Support Centre

Telephone +44 (0) 29 2087 4844  
 Email [studentsupportcentre@cardiff.ac.uk](mailto:studentsupportcentre@cardiff.ac.uk)  
[www.cardiff.ac.uk/studentsupport](http://www.cardiff.ac.uk/studentsupport)

### International Student Support

Telephone +44 (0) 29 2087 4844  
 Email [iss@cardiff.ac.uk](mailto:iss@cardiff.ac.uk)  
[www.cardiff.ac.uk/studentsupport/international](http://www.cardiff.ac.uk/studentsupport/international)

### Enrolment Team

Telephone +44 (0) 29 2087 6211  
 Email [enrolment@cardiff.ac.uk](mailto:enrolment@cardiff.ac.uk)  
[www.cardiff.ac.uk/regs/enrolment/essential](http://www.cardiff.ac.uk/regs/enrolment/essential)

### Finance Office

Telephone +44 (0) 29 2087 9262 /  
 6918 / 4962  
 Email [fees@cardiff.ac.uk](mailto:fees@cardiff.ac.uk)  
[www.cardiff.ac.uk/fince/students](http://www.cardiff.ac.uk/fince/students)

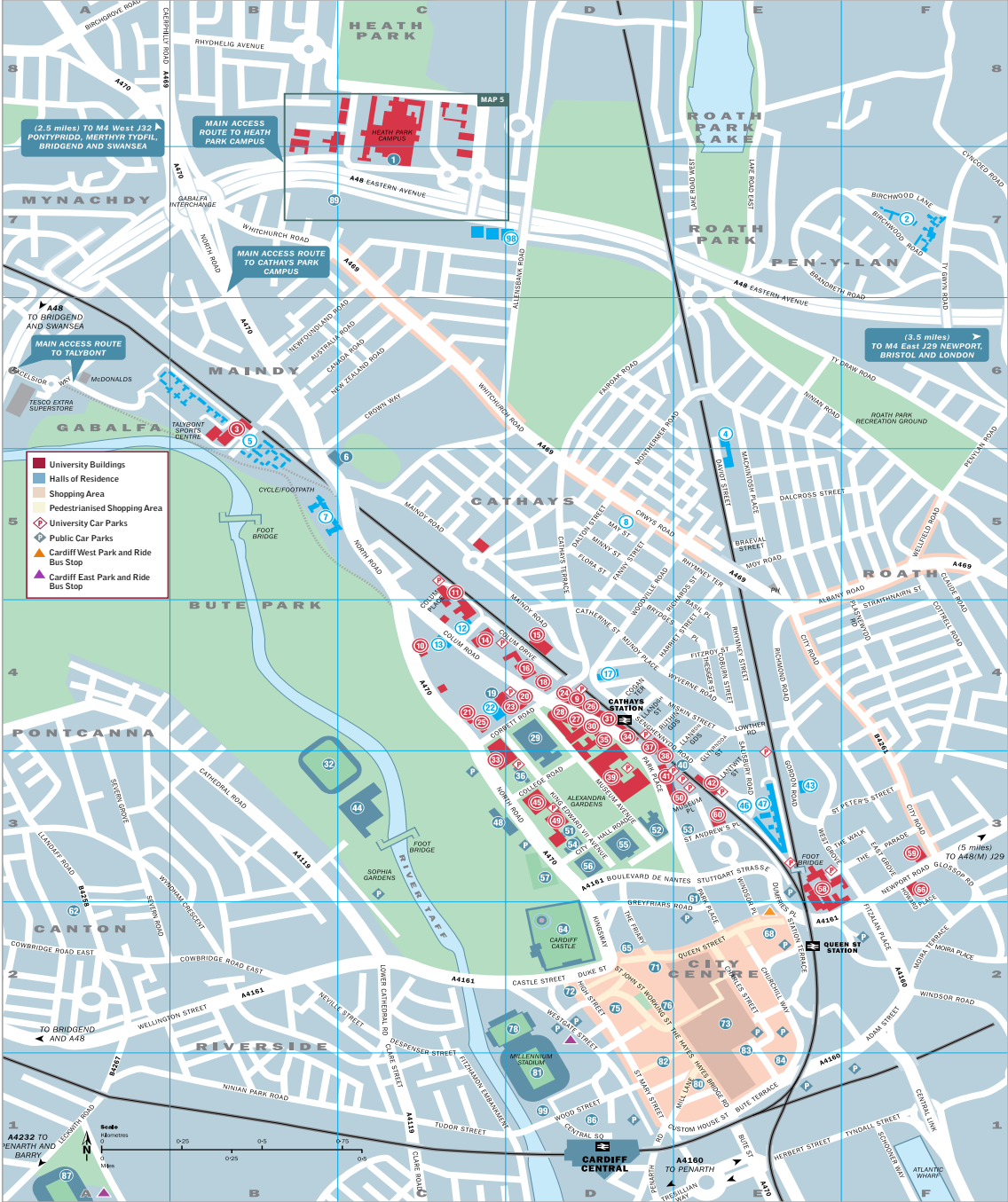
### Information Services (IT)

Telephone +44 (0) 29 2087 4487  
 Email [insrvConnect@cardiff.ac.uk](mailto:insrvConnect@cardiff.ac.uk)  
[www.cardiff.ac.uk/insrv](http://www.cardiff.ac.uk/insrv)

### Security Centre

Telephone: +44 (0) 29 2087 4444  
 Email [securityservices@cardiff.ac.uk](mailto:securityservices@cardiff.ac.uk)  
[www.cardiff.ac.uk/secty](http://www.cardiff.ac.uk/secty)

## Map 4 University and City Centre



### Additional Information

All Nations Centre	B7 B9
British Council	E3 E5
Cardiff International Arena	E1 E4
Central Library	E1 E6
Central Police Station	E7 E8
City Hall	D3 D5
Coach Station	D1 D6
Law Courts	D3 D6
Temple of Peace	D2 D7
Post Office:Queens Arcade	D2 D7
University of Wales Registry	D3 D5
Royal Welsh College of Music and Drama	C3 D8
Welsh Assembly Government Offices	D4 D9
Welsh Assembly	Map 2 D2 D6
Hospital	
University Hospital Accident and Emergency Unit	C7 1
Attractions	
Cardiff Bay	
Visitor Centre	Map 2 D2 D7
Cardiff Castle	D2 D4
Landaff Cathedral	Map 2 E4 D0
National Museum and Gallery of Wales	D3 D5
Techniques	Map 2 C2 D4
Theatres	
New Theatre	E3 E4
Sherman Theatre	E3 E4
Chapter Arts Centre	A2 E2
Concert Halls	
St David's Hall	D2 D6
University Concert Hall	C4 D9
Wales Millennium Centre	Map 2 D2 D6
Cinemas	
CineWorld	E2 E3
Odeon	Map 2 D2 D6
Vue	D1 D9
Sport	
Athletic Stadium	Map 2 B3 B8
Cardiff Blues RFC	A1 E7
Cardiff City FC	A1 E7
Cardiff Tennis Club	D2 D8
Glamorgan County Cricket Club	D3 D2
Maindy Athletic Stadium/ Swimming Pool	C5 E6
Millennium Stadium	D1 D1
Superbow	Map 2 D4 D1
Welsh Institute of Sport	C3 D4
Shopping	
Capitol Centre	E2 E8
Castle Arcade	D2 D7
Central Market	D2 D7
Queen's Arcade	D2 D7
Queen's West	D2 E5
Royal Arcade	D1 E2
St David's Centre	E2 D7
Residences	
Aberconway Hall	C4 D2
Aberdare Hall	C4 D2
Nationbank House	D7 D8
Cartwright Court	C3 D3
Calum Hall	C3 D3
Gordon Hall	E3 E3
Hodge Hall	D4 D7
Roy Jenkins Hall	D5 E8
Senhennydd Court	E3 E7
Senhennydd Hall	E3 E6
Talbot North/South	B6 E5
Talbot Court	B5 D7
University Hall and Conference Centre	F7 E2
Libraries	
Aberconway & Guest	C5 D1
Arts & Social Studies	D4 D8
Bute & Architecture	C3 E5
Dutkin Library	Map 5 D12
Julian Hodge Study Centre	C4 D4
Law	D8 D8
Legal Practice Library	D4 D8
Music	D4 D2
Biomedical Sciences	D4 D5
Science	D3 D9
Senhennydd	E3 E2
Teitvick	E3 E8

### Street Index

Adam Street	F2
Albany Road	F5
Alfordbank Road	D7
Australia Road	E4
Basil Place	B6
Birchwood Lane	F7
Birchwood Road	F7
Boulevard de Nantes	D3
Braeval Street	E5
Brandreth Road	D7
Bray Street	E2
Brydges Place	E4
Bute Street	E1
Canada Road	C6
Castle Street	D2
Cathays Terrace	D3
Cathedral Road	D5
Catherine Street	D4
Central Link	F1
Charles Street	E2
Charwell Way	E2
City Road	E4
Clare Street	C1
Claude Road	F5
Coburn Street	E4
Cogan Terrace	D4
College Road	D3
Colm Drive	C5
Colm Road	C4
Colony Place	D4
Corbett Road	D4
Cottrell Road	F5
Cowbridge Road East	A2
Crown Way	C6
Crwys Road	D5
Custom House Street	E1
Dalrose Street	E3
Dalton Street	D5
Daniell Street	E2
Depenser Street	C2
Duke Street	D2
Dunfermline Place	F3
East Grove	D3
Excelsior Way	A6
Fairbank Road	D6
Fanny Street	D5
Fitzalan Place	F2
Fitzhamon Emb	C2
Fitroy Street	C2
Flora Street	E4
Gordon Road	F3
Gwynedd Street	E4
Greyfriars Road	E1
Harriet Street	D2
Hayes Bridge Road	D1
Herbert Street	D2
High Street	E2
Hills Street	E2
King Edward VII Ave	D3
Lake Road East	D7
Lake Road West	D7
Lackwith Road	A1
Landleford Gardens	A3
Llandudlan Street	D4
Lower Cathedral Road	E4
Lower Road	E4
Maisy Road	D4
Mary Ann Street	E1
Mill Lane	E2
Mill Street	D5
Miskin Street	F2
Moira Place	D5
Morimer Road	E4
Moy Road	E5
Mundy Place	D4
Museum Avenue	C2
Museum Place	E3
New Zealand Road	C6
Newfoundland Road	E6
Newport Road	F3
Ninian Road	B6
Ninian Park Road	D1
North Road	D4
Penryn Road	F4
Plasnewydd Road	E4
Queen Street	E2
Rhymney Terrace	E4
Richard Street	E5
Richmond Road	E4
Rubin Gardens	D4
Salisbury Road	E4
Schooner Way	F3
Senhennydd Road	D4
Sevens Grove	A3
Sevens Road	A2
St John Street	D2
St Mary Street	D1
St Peter's Street	F3
Station Terrace	E2
Stowmarket Street	F5
Stuttgart Strasse	D3
The Friary	E2
The Hayes	E2
The Parade	F3
The Thesiger	E4
Tudor Street	F7
Ty Draw Road	F4
Ty Gwynn Road	C1
Tynhall Street	F1
Wellfield Road	D5
Wellington Road	B2
West Grove	E3
Whitchurch Road	D2
Windsor Place	E3
Windsor Road	F2
Wood Street	D1
Woodville Road	D5
Working Street	D2
Wyvern Road	E4

### Cathays Park Campus (Map 4)

Aberconway Building	C5 D1
ARCCA	C3 D3
Architecture	D3 D5
Biosciences	D4, D3, D5, D9
Business School	C5 D1
Bute Building	D3 D5
Careers Service	D4 E5
Centre for Advanced Studies in the Social Sciences	D3 D5
Centre for Professional Legal Studies	D4 D8
Chaplaincy	D4 D4, D10, D26
Chemistry	D3, E3, D3, D9
City and Regional Planning	D3 D9
Communications and International Relations Division	E3 E8
Computer Science	E3 E8
CUBRIC	D4 D3
Day Care Services	D4 D1
Deri House	E3 E6
Development and Alumni Relations	E3 E6
Earth and Ocean Sciences	D3 D9
Eastgate House	F3 D9
Engineering	E3 E8
European Studies	D4 D4
Estates Division	F3 E6
Eye Clinic	D4 D4
Finance Division	F3 E6
Glamorgan Building	D3 D9
Governance and Compliance	F3 E6
Graduate Centre	D3 D8
Graduate Schools	D4 D3
Health Centre	D4 D3
History & Archaeology	D4 D6
Humanities Building	D4 D6
Human Resources	F3 E6
IT Services	D3 D1
Journalism, Media and Cultural Studies	D3 D5
Joint Internal Audit Unit	F3 E6
Julian Hodge Building	C4 D4
Law	D4, D4, D4, D28
Lifelong Learning	E3 E2
Life Sciences	E3 E2
Main Building	D3 D9
Mathematics	E3 E2
McKenzie House	F3 E6
Music	D4, D4, D20, D23
Nursing and Midwifery	F3 E9
Occupational Safety Health and Environmental Unit	D4 D7
Optometry and Vision Sciences	D4 D5
Pharmacy	C3 D3
Physics and Astronomy	E3 E8
Planning	F3 E6
Psychology	D4, D4, D9, D27
Purchasing	F3 E6
Queen's Buildings	E3 E8
Redwood Building	C3 D3
Registry	F3 E6
Religious and Theological Studies	D4 D6
Research and Commercial Division	F3 E6
Residences and Catering	B6 D3
Security Centre	D4 D5
Social Sciences	D4, E3, D4, E3, D4, E3, D4, E3
Sports	F3 E9
Fitness and Squash	D4 D4
Llanrumney Playing Fields	D4 D4
Talbot	Map 2, E5 B6 D3
Student Recruitment and Web Division	E3 E6
Student Support Centre	D4 D1
Students' Union	D3 D8
Tower Building	D4 D7
Trethick Building	E3 E8
Welsh Centre for Postgraduate Pharmaceutical Education	C4 D1

### Tel Switchboard: 029 2087 4000

Brecon House	101	Dental School/Hospital	106	Medical School	110
Cancer Genetics Building	121	Glamorgan House	107	Monmouth House	111
Cardiff Medcentre	102	Healthcare Studies	116	New Lecture Theatre complex	112
Cardigan House	103	Research Building	108	NHS Liaison Unit	113
Cardmarth House	104	Institute of Medical Genetics	109	Nursing & Midwifery	116
Denbigh House	105				
Pembroke House	113	Tenous Building	118		
Postgraduate Medical and Dental Education	122	Ty Dewi Sant Building	119		
Rador House	115	Wales Heart Research Institute	120		
Sports & Social Club	117				
Student Support Centre	103				

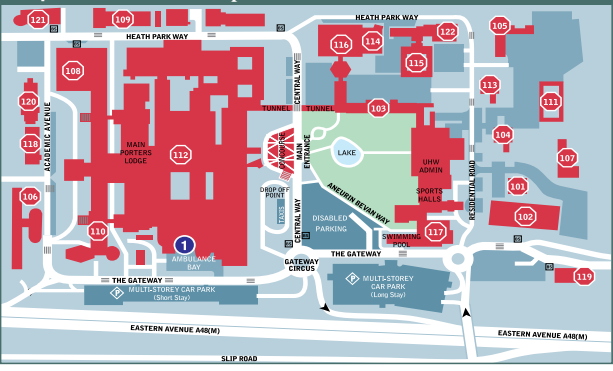
### Heath Park Campus (Map 5)

The University shares the Heath Park Campus with the University Hospital of Wales (UHW).

Brecon House	101	Dental School/Hospital	106	Medical School	110
Cancer Genetics Building	121	Glamorgan House	107	Monmouth House	111
Cardiff Medcentre	102	Healthcare Studies	116	New Lecture Theatre complex	112
Cardigan House	103	Research Building	108	NHS Liaison Unit	113
Cardmarth House	104	Institute of Medical Genetics	109	Nursing & Midwifery	116
Denbigh House	105				
Pembroke House	113	Tenous Building	118		
Postgraduate Medical and Dental Education	122	Ty Dewi Sant Building	119		
Rador House	115	Wales Heart Research Institute	120		
Sports & Social Club	117				
Student Support Centre	103				

### Tel Switchboard: 029 2074 7747

### Map 5 Heath Park Campus





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