Pre-arrival Information for International and EU Students

September 2020

WWW.BRADFORD.AC.UK
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We can arrange for this material to be transcribed into an accessible format such as Braille, large print, E-text (compatible with screen-reading software) or digital audio such as CD.

Please contact the International Office on +44 1274 235954

The University of Bradford - Confronting Inequality: Celebrating Diversity™

The University of Bradford is committed to promoting equality, diversity and an inclusive and supportive environment for students, staff and others closely associated with the University in conformity with the provisions of its Charter.

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Print Production: Inprint and Design, University of Bradford
1977/07/2020
# Key Contacts

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ENTRY CONTACT</th>
<th>TELEPHONE</th>
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<tr>
<td><strong>ACCOMMODATION</strong></td>
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<tr>
<td>University of Bradford Accommodation in Halls of Residence managed by Homes for Students</td>
<td>Accommodation Office</td>
<td>+44 371 705 2565</td>
<td><a href="mailto:salesenquiries@wearehomesforstudents.com">salesenquiries@wearehomesforstudents.com</a></td>
</tr>
<tr>
<td>Private Sector Accommodation</td>
<td>Unipol Student Homes</td>
<td>+44 1132430169</td>
<td><a href="mailto:info@unipol.bradford.ac.uk">info@unipol.bradford.ac.uk</a></td>
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<td><strong>ADMISSIONS</strong></td>
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<tr>
<td>For Undergraduate students</td>
<td>Undergraduate Admissions</td>
<td>+44 1274 236088</td>
<td><a href="mailto:admissions@bradford.ac.uk">admissions@bradford.ac.uk</a></td>
</tr>
<tr>
<td>For Postgraduate students</td>
<td>Postgraduate Admissions</td>
<td>+44 1274 236088</td>
<td><a href="mailto:pg-admissions@bradford.ac.uk">pg-admissions@bradford.ac.uk</a></td>
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<tr>
<td><strong>AIRPORT PICK-UP</strong></td>
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<td>Airport pick-up service</td>
<td>International Student Adviser</td>
<td>+44 1274 236954</td>
<td><a href="mailto:airportpickup@bradford.ac.uk">airportpickup@bradford.ac.uk</a></td>
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<td><strong>DISABILITY</strong></td>
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<td>Disabled students</td>
<td>Disability Service</td>
<td>+44 1274 233739</td>
<td><a href="mailto:disabilities@bradford.ac.uk">disabilities@bradford.ac.uk</a></td>
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<tr>
<td><strong>ENGLISH LANGUAGE SUPPORT</strong></td>
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<td>English language support</td>
<td>The Language Centre</td>
<td>+44 1274 234574</td>
<td><a href="mailto:thelanguagecentre@bradford.ac.uk">thelanguagecentre@bradford.ac.uk</a></td>
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<td><strong>ENROLMENT</strong></td>
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<tr>
<td>Enrolment</td>
<td>Student and Academic Services</td>
<td>+44 1274 236161</td>
<td><a href="mailto:welcome@bradford.ac.uk">welcome@bradford.ac.uk</a></td>
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<td><strong>FINANCE</strong></td>
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<td>Making a payment</td>
<td>Payzone</td>
<td>+44 1274 233137/8</td>
<td><a href="mailto:payzone@bradford.ac.uk">payzone@bradford.ac.uk</a></td>
</tr>
<tr>
<td>When to pay your tuition fees</td>
<td>Finance Team</td>
<td>+44 1274 233006</td>
<td><a href="mailto:hub-fees@bradford.ac.uk">hub-fees@bradford.ac.uk</a></td>
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<tr>
<td><strong>INTERNATIONAL OPPORTUNITIES TEAM</strong></td>
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<tr>
<td>Erasmus+, Worldwide Exchange, ISEP and Visiting Students</td>
<td>International Opportunities Co-ordinator</td>
<td>+44 1274 235787</td>
<td><a href="mailto:studyabroad@bradford.ac.uk">studyabroad@bradford.ac.uk</a></td>
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<tr>
<td><strong>STUDENTS’ UNION/WELCOME EVENTS</strong></td>
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<tr>
<td>Students’ Union/Welcome Events</td>
<td>Students’ Union</td>
<td>+44 1274 233300</td>
<td><a href="mailto:ubu@bradford.ac.uk">ubu@bradford.ac.uk</a></td>
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<tr>
<td><strong>VISAS</strong></td>
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<tr>
<td>Visa application support and advice</td>
<td>International Student Support &amp; UKVI Compliance Team</td>
<td>+44 1274 236900</td>
<td><a href="mailto:visasupport@bradford.ac.uk">visasupport@bradford.ac.uk</a></td>
</tr>
<tr>
<td><strong>EMERGENCY CONTACT</strong></td>
<td></td>
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<td>Emergency when travelling in September 2020 to the UK</td>
<td></td>
<td>0800 073 1581 (calling in the UK) +44 800 073 1581 (calling outside of the UK)</td>
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We offer an airport pick-up service from Leeds/Bradford Airport and Manchester Airport during September. If you would like to use this service, pre-book by emailing airportpickup@bradford.ac.uk

International students should come here to ask for advice, pick up practical information, meet other students, and register for our daily campus and city tours.

Find out more about living and studying in Bradford by taking part in our daily orientation activities during this period.

Intake Weekend is when most students move into their accommodation at The Green. Accommodation can be arranged as early as you require but the standard 42 week accommodation contracts start on Intake Weekend on 26 September 2020 and end on TBD2020. If you need to discuss your arrival date contact salesenquiries@wearehomesforstudents.com

You will receive an email outlining instructions for enrolment and BRP collection, and may be allocated a time slot to complete this.

Essential induction and social events for all new students. EU students: receive your student card at your Welcome and ID check in your Faculty.

Please email visasupport@bradford.ac.uk if you are arriving for a course that starts later in the year.
Welcome from the Vice-Chancellor

Congratulations on deciding to study at the University of Bradford. I would like to take this opportunity to give you a very warm welcome to our University and our city.

As you make your arrival plans, please take time to read all the practical information in this guide. We want you to be well prepared for your time at Bradford.

At Bradford we are passionate about our students and aim to provide an inclusive, enjoyable and rewarding experience for you during your time here. We are constantly enhancing the way we support students to maximise their potential and prepare them to progress to high quality jobs or further study – currently 94% of our graduates go onto employment or further study within six months of graduating.

You are a student at a university committed to excellence, internationalisation, equality and diversity and sustainability. I encourage you to take every opportunity to engage in the broader university experience, through the many opportunities provided by our support services and our Students’ Union, and to engage in this vibrant and exciting community and city.

I wish you every success in your studies.

Shirley Congdon
VICE-CHANCELLOR
Section 1
Before You Leave Home

1.1 Your offer/acceptance
After you have received an unconditional offer, remember to let the University know you want to accept this offer. If you have applied through UCAS, you must confirm your acceptance of our offer through UCAS Track.

INTERNATIONAL STUDENTS
If you need to apply for a visa, our International Student Support & UKVI Compliance Team will contact you once you have accepted our offer, and will assist you with the visa application process.

1.2 Your passport
To enter the UK you must have a valid international passport or travel document which satisfactorily establishes your identity and nationality.

Make sure that you record your name on all your documents in exactly the same way as on your passport. Any inconsistencies in your documents may cause you problems when you are applying for your visa, at the airport when you arrive in the UK, with the University and if you wish to open a bank account in the UK.

1.3 Your visa/entry clearance
INTERNATIONAL STUDENTS
Most international students will need a Tier 4 (General) student visa to study in the UK. This is a points-based system visa and you will need to score 40 points as follows:

- 30 points for your CAS (Confirmation of Acceptance for Studies) number (which will be on the CAS statement that we send to you)
- 10 points for your ‘maintenance’ - the funds you are required to have in place for at least 28 days to pay for your tuition fees and living expenses

You will also need to take an interview as part of the visa application process (see Visa Interviews section on page 5).

As the Tier 4 visa requirements and application forms change regularly, you can make sure that you have the latest information on visa application procedures by contacting one of our international staff at the University.

EEA AND SWISS NATIONALS
Please check requirements at the time of travel as Britain’s exit date from the EU may have an impact on the requirements once you arrive. Information can be found here: www.gov.uk/guidance/visiting-the-uk-after-brexit

WHEN TO APPLY
You can apply for your visa within 3 months of the official start date of your course, as given on your CAS statement. Prepare all your documents in advance of this so that you can make your visa application at the earliest opportunity to prevent a delay in your arrival in the UK.

You will need to enter your ‘intended date of travel’ to the UK. Please see the section about ‘What happens next’ on page 5 for further information about this.

Our International Student Support & UKVI Compliance will guide you through the visa application process. You can email them at visasupport@bradford.ac.uk for further information and advice.

HOW TO APPLY
You will apply online for your visa and can access the form via the www.gov.uk/apply-uk-visa website. Save the application frequently as you go through the form. You will need to print the form when you have completed it.
OTHER DOCUMENTS NEEDED (ORIGINALS ONLY)

- Your passport or travel document valid for at least 6 months after your date of departure for the UK
- 1 recent passport photograph
- Application fee of £348
- CAS statement
- Financial evidence to show that you have enough money to pay for your tuition fees and living expenses (bank statements; letter from an official sponsor if you are a sponsored student, e.g. sponsored by your Government or have a full scholarship; or an official loan letter)
- Living costs are calculated for visa purposes as being £1,015 per month for students who live outside of London. If you are on a course of 12 months or over, you need to show that you have living costs for 9 months (i.e. £1,015 x 9 = £9,135), in addition to your tuition fees for your first year of study.

This money needs to be in your bank account for at least 28 consecutive days before you can make your visa application, and you will need a bank statement as the evidence of this. Alternatively, you could show your parents’ bank statements to prove this money is available to you, and in this case you would also need to provide your birth certificate and a letter from your parents to confirm that they have no objection to the funds being used for your studies. Bank statements must be no more than 31 days old at the date of your visa application.

- Your academic qualifications (as detailed on your CAS statement)
- TB certificate. Students from many countries are required to have a TB test as part of the visa application process. To find out if this applies to you, see www.gov.uk/tb-test-visa
- ATAS (Academic Technology Approval Scheme) certificate – for certain students only (the University will inform you if you need to apply for this)
- Proof of parental or guardian consent if you are under 18
- Birth certificate or equivalent showing evidence of the relationship between you and the person providing the consent letter, if you are under 18

You may also need further documents depending on your circumstances.

Make sure that you read the visa guidance notes at www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student very carefully so that all your supporting documents are in the correct format and to ensure that your application goes smoothly. Always keep copies of all the documents that you submit.

BIOMETRIC INFORMATION

As part of the visa application process, you will need to have your fingerprints scanned and have a digital photograph taken. This is usually done at the Visa Application Centre, when you submit your application.

IMMIGRATION HEALTH SURCHARGE

Applications for visas that are more than six months long will also include an ‘immigration health surcharge’. The surcharge is calculated as £300 per year for each year of your visa. If your visa includes part of a year that is six months or less you will be charged an additional £150 for this period. If your visa includes part of a year that is more than six months, you will have to pay £300 for this period.

When you fill in your online Tier 4 application form, you will automatically be directed to create an account on the Immigration Health Surcharge portal and pay the required charge. Once you have done this, you will be given a reference number, which you will need to quote on your visa application form.

VISA INTERVIEWS

You will be required to have a visa interview, and this will take place at the Visa Application Centre when you attend to submit your application and have your biometrics taken. You will have a Skype interview with a Home Office member of staff in the UK and are likely to be asked about your course, where you want to study and your reasons for studying in the UK. The report of the interview will be sent to the entry clearance officer who makes the decision on your Tier 4 application. For further information please see www.ukcisa.org.uk/Information-Advice/Visas-and-Immigration/Making-a-Tier-4-General-application-outside-the-UK

WHAT HAPPENS NEXT?

If you are successful in your visa application, you will receive a visa for study at the University of Bradford. This visa is only valid for study at our University. To study at another university you would have to start a complex and lengthy process to change your visa.

You will be issued with a decision letter and a visa valid for 30 days in your passport; you must travel to the UK within this 30-day period. The 30-day period of your visa will be determined by the date you enter on your visa application form as your ‘intended date of travel’. Therefore please enter that date as accurately as possible. We recommend you arrive before the 21 September 2020 and allow for a 14-day quarantine prior to this date if it is still in place (for instance, you may want to consider arriving on or before the 7 September 2020).
Before you leave home

Please carry your decision letter with you in your hand luggage, as you will need to show this with your passport to the Border Officials on entry to the UK. When you arrive in Bradford, you will be able to collect your Biometric Residence Permit (BRP) card, which will have the full details of the length of your visa. We will help you in the process of collecting your BRP card as part of your enrolment activities.

VISA SUPPORT AND ADVICE
Please email visasupport@bradford.ac.uk at an early stage with any questions that you may have.

1.4 Your money
Before you travel to the UK it is very important that you have made arrangements for enough money to cover your tuition fees and living expenses. Please do not expect a part-time job to cover these costs.

If you are bringing money with a value of more than 10,000 Euros (includes money in any currency, banker’s drafts or travellers’ cheques) into the UK from outside the EU, you must declare this. You will have to submit a completed declaration form to Customs at Immigration when you arrive in the UK. You should also check to see if there are any regulations or restrictions on the amount of money you can take out of your own country.

We recommend that you carry no more than £500 in cash or a pre-paid travel card when you travel to the UK. You are advised to bring a selection of £10 and £20 notes. Please be aware that £50 notes are not accepted at all outlets.

The logos at the top of this page can be found on UK automated teller machines (ATM) or cash machines. If your card carries any of these logos, the logos may be accepted at all outlets.

£20 notes. Please be aware that £50 notes are not accepted at all outlets.

The logos at the top of this page can be found on UK automated teller machines (ATM) or cash machines. If your card carries any of these logos, you should be able to withdraw cash from ATMs bearing the same logos, but you might be charged a fee. Contact your bank in your country before leaving home, to find out if you have a maximum daily withdrawal limit, and if there are any special arrangements that you need to make to use your card in the UK. ATMs in the UK also have daily withdrawal limits of between £250 and £750, depending on your bank.

1.4.1 Your tuition fees
The amount of your tuition fees for 2020/1 is stated on your offer letter. Full tuition fee information can be found at www.bradford.ac.uk/money/fees/More information about early payment discounts and payment plans can be found in Section 4 or at www.bradford.ac.uk/money/fees/early-payment-discounts/

1.4.2 Your living costs
Living costs are calculated for visa purposes as being £1,015 per month for students who live outside of London. If you are on a course of 12 months or over, you need to show that you have funds for your living costs for 9 months (i.e. £1,015 \times 9 = £9,135), in addition to the tuition fees for the first year of your course, when you make your visa application.

Most of our accommodation contracts in Halls of Residence are for 42 weeks (10.5 months), though one-semester or 51-week tenancies are also available. The money that you will actually require during the year will therefore need to be adjusted accordingly.

We have given a few examples of typical costs below to give you some guidance. These costs are estimates, and do not include any money for national travel costs, or leisure activities. Remember that you will need additional money to cover those costs. The figures are also based on a student who prepares most of their meals themselves, rather than eating out all the time. Everyone is different and you may need to budget differently.

The University of Bradford is very welcoming. Professors in my department were really friendly and helpful. I really enjoyed the course, and meeting people from every corner of the world is a big bonus. Bradford is definitely the place for an excellent academic experience.

Antonia Witt, Peace Studies
Student from Germany

The estimated minimum living costs for 2020/2021 are as follows:

** Accommodation may be in Halls of Residence (standard rooms or en-suite rooms available) or in private housing. Halls of Residence rents usually include all utility bills. Rent in private housing is generally for the room only, and costs of utility bills could be additional. Please check with your accommodation provider for further details.

** Insurance for personal possessions is included in Halls of Residence rents. Rent in private houses does not include this insurance, and this cost should be included in your planning.
need to adjust these figures according to your own lifestyle and circumstances. A bonus is that you can find student discounts on many things, from books, music and fashion to movies and eating out. Watch out for vouchers and discount cards when you arrive at the University and at the Reception Desk in our Students’ Union.

The amount of money that you need also varies according to the time of year. At the start of the academic year, you will need to have access to money for your accommodation deposit and for your rent (although it is best to pay these in advance), as well as buying kitchen and bedding items when you first arrive. You may also find that you need to buy some warm clothes in your first few days, as the temperature in September can be quite variable, and it is often very cold if you are going to be a January start student.

You can use the online Student Budget Calculator tool [www.which.co.uk/money/university-and-student-finance/student-budget-calculator](http://www.which.co.uk/money/university-and-student-finance/student-budget-calculator) to help you budget for your own living expenses.

We would strongly advise you to arrange additional ‘reserve’ funding, to take account of any possible changes of circumstances (such as a change in the exchange rate or situations in your home country) or unforeseen personal problems. If you are being funded from your home country, you will need to make sure that your money can be sent to you regularly.

**LIVING COSTS FOR A FAMILY**
The costs given on page 6 are for a single student. Only postgraduate students on courses of 12 months or more, and government-sponsored students on courses of 6 months or more, will be able to apply for a visa for their spouse and children to join them in the UK for the duration of their study. If this applies to you, please remember that additional funding will be required.

For visa purposes, you will need to show that you have enough money to cover living expenses of £680 per month, for each dependant, up to a maximum of 9 months, in addition to the funding required for yourself.

If you have any questions, please contact our International Student Support & UKVI Compliance Team on visasupport@bradford.ac.uk

See also Section 8.2 Bringing the Family

**USEFUL LINKS**

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**1.4.3 Making payments to the University**

**WESTERN UNION**


- Track your payment
- 70 + different currencies accepted
- No hidden charges, see the exact cost in your own currency
- Quotes can be saved for 72 hours
- Payments by debit or credit cards
- Payment received in 3 business days

**ONLINE (GBP)**

Pay your fees online: [http://epay.bradford.ac.uk/epay/](http://epay.bradford.ac.uk/epay/)

- Make payments 24/7
- Debit or Credit cards
- University notified automatically
- Immediate payment confirmation by email
- Payment is received in GBP and exchanged by your card provider
- Payment takes up to 48 hours to update your student account
BEFORE YOU LEAVE HOME

TRANSFER DIRECTLY FROM YOUR BANK TO US (GBP)

Account name: University of Bradford
Bank Name: Lloyds Bank
Bank Address: 45 Hustlergate, Bradford, BD1 1NT
United Kingdom
Sort Code: 30-91-12
Account No: 04698518
IBAN: GB21LOYD3091 1204 6985 18
Swift: LOYDGB21016
Reference: Student UB Number and Name

CALL US TO PAY BY PHONE (GBP)

Make a card payment via our secure phone line:
+ 44 (0) 300 023 0503
Lines open Mon-Fri 10:00 until 16:00 GMT/BST
Debit or Credit cards
Immediate update to your student account

CHEQUE OR BANK DRAFT (GBP)

Payment can take up to 21 days to clear
Make it payable to: University of Bradford
Quote on reverse: Student UB Number
Student Name
Date of Birth
Post to: University of Bradford
Payzone, C50 Richmond Building,
Bradford, United Kingdom, BD7 1DP

CHEQUE OR BANK DRAFT (GBP)

We accept cheques, cards and cash on Campus at
Payzone (C Floor, Richmond Building)
Payment paid onto your student account
immediately
You will get a receipt

Payzone Opening hours:
Monday to Friday: 10:00 to 16:00 (GMT/BST)

Any questions, email payzone@bradford.ac.uk

Further details are available at www.bradford.ac.uk/
money/fees/paying-fees/how-to-pay/

ACCEPTED PAYMENT METHODS (further details)

Western Union Money Transfer
The University also accepts online payments made
in collaboration with Western Union. Instructions
for completing the money transfer will be available
in many languages and the money transfer will be
completed in your local currency. This means that
you will know the exact cost, in your own currency,
of the transaction without additional bank charges.
Payments can be made online at
https://student.
globalpay.wu.com/geo-buyer/bradford#!/

Cheques or Demand Drafts
Make cheques payable to 'University of Bradford'
writing your UB number, name, date of birth,
and home address on the reverse. Contact
payzone@bradford.ac.uk if you wish to pay
in a different currency.

Bank Transfer to the University
We accept payment in GBP Sterling only, as
transfers in any other currency attract very high
conversion rates. Transfers from outside the UK
can take up to 10 days to arrive and you may incur
a charge of around £30.
Bank details:
Lloyds Bank, University of Bradford Account
Bank Address: 45 Hustlergate, Bradford, BD1 1NT
Bank Sort Code: 30-91-12
Bank Account Number: 04698518
IBAN: GB21LOYD3091 1204 6985 18
Swift Code: LOYDGB21016

Debit or Credit Card
You can either make your payment online at
https://epay.bradford.ac.uk/epay, by calling
+44 (0) 300 023 0503 (Monday to Friday
between 10:00 and 16:00 or in person at the
Payzone (C Floor, Richmond Building:
Monday to Friday between 10:00 and 16:00).

Direct Debit
To set up your Direct Debit (DD), you will need to
provide your UK bank account details online at
https://epay.bradford.ac.uk/
1.5 Your accommodation

It is important that you choose your accommodation carefully and according to your budget and needs. You will always be asked to sign a contract, which is ‘legally binding’. This means that if you change your mind and want to move out of your accommodation early before the end of the contract, you will still be asked to pay the amount of money for the full contract, not just for the time you have spent in the accommodation.

1.5.1 Halls of Residence - The Green

University-preferred Halls of Residence - The Green
If you would like to live in The Green please apply as soon as possible via the Homes for Students application portal [https://wearehomesforstudents.com/student-accommodation/university-of-bradford](https://wearehomesforstudents.com/student-accommodation/university-of-bradford)

Full details of our accommodation is available at [www.bradford.ac.uk/accommodation](http://www.bradford.ac.uk/accommodation)

The Green is the only halls the University has a direct link to. They guarantee a place for any first year who wants one and offer discounts for students returning after their first year.

1.5.2 Private accommodation - Unipol

There are plenty of rooms in private accommodation available close to campus. This ranges from rooms in private halls of residence to shared houses with other students, and self-contained apartments.

Unipol Student Homes ([www.unipol.org.uk/bradford](http://www.unipol.org.uk/bradford)) is an organisation that the University works with to ensure that private landlords meet certain standards in the accommodation they provide and the way it is managed. Unipol Student Homes have a ‘Code of Standards’ that landlords are encouraged to sign up to. Properties that meet these standards are clearly identifiable by a ‘thumbs up’ logo.

The Unipol Student Homes website allows you to search for suitable properties and the “Student to Student Noticeboard” section allows you to post messages to look for other students to share accommodation with. They also offer lots of useful advice and tips about choosing private accommodation. Please see their comprehensive advice to choosing accommodation in the private sector: [www.unipol.org.uk/advice/articles/bradford/students](http://www.unipol.org.uk/advice/articles/bradford/students)

1.5.3 Family accommodation

We fully appreciate that many international students will want to bring their families with them when they begin their studies. Check the visa regulations at an early stage to find out if it will be possible for them to apply for a visa to join you (see Section 8.2 of this booklet and visit [www.gov.uk/tier-4-general-visa/family-members](http://www.gov.uk/tier-4-general-visa/family-members)).

If the visa regulations permit you to bring your family, we suggest that you start your search for suitable properties through Unipol Student Homes, see [www.unipol.org.uk/bradford](http://www.unipol.org.uk/bradford), as the University does not have accommodation for families or married couples.

From 1 February 2016, landlords for private housing in England have to check that their tenants have a valid visa before signing a contract. You will need to have your passport and Biometric Residence Permit with you, when you are making the final arrangements for signing your tenancy agreement.
Section 2
Your Journey

2.1 Travel plans
Book an air ticket to Leeds Bradford Airport if possible. This is the closest airport to the University and will be the most convenient for you. There are regular connecting flights from London Heathrow, Amsterdam, Brussels and Paris airports. If this is not possible, you can also choose to fly to Manchester Airport, but please bear in mind that this is further away from Bradford. Book your air tickets as far in advance as possible for the best prices, however do not purchase tickets until you have received your visa if you will be travelling as a Tier 4 student.

2.2 When to arrive
Plan to arrive in time for International Student Enrolment (which starts from Monday 21 September) and our orientation activities (which are available from 21 September). We have organised a orientation and induction programme. During this period, you will have time to open a bank account, register with the Health Service, register with the police if required, shop for necessities and other practicalities. There will also be guided campus and city tours and trips to local areas of interest to help you familiarise yourself with your new surroundings.

If you are staying at The Green, you can check with them directly to arrange your move in date. If possible, plan to travel so that you arrive in Bradford during the day. It will be much easier for you if you arrive when all the offices are open (usually between 9.00am and 5.00pm). Your term-time tenancy agreement can be confirmed in advance. If you are going to be living in private halls or a private house, you should check what day they are expecting you.

If it is impossible for you to arrive during office hours, please contact international-office@bradford.ac.uk for details of our 'out of hours' arrival arrangements.

2.3 Luggage
Most airlines will allow you around 20kg of luggage on your flight (check with your airline for the exact amount), pack carefully to avoid paying excess baggage charges. You will be able to buy items such as bedding, towels and household goods such as kitchen equipment in the UK when you arrive. We have daily walking tours to the city centre and a number of shopping trips by coach to places where you can buy good-value items. Second-hand items may also be available during the orientation period. If you book the airport pick-up service, we can only guarantee space for two suitcases.

Remember to label your luggage clearly with your name and your address in Bradford. Attach these details securely to the outside of your suitcase and also put a copy of this information inside your case to help the airline return it to you if it gets lost on your journey.

The weather in the UK is notoriously changeable! It is helpful to have several layers of clothing that you can put on or take off according to the changes in the weather. You will certainly need a warm coat for the winter, preferably with a hood, as well as gloves, scarf and a hat. An umbrella is also an essential item! You can buy warm clothing locally at reasonable prices, so do not feel you have to use all your luggage allowance on this.

You might like to bring your traditional dress from your country or region, as there will be occasions during the year when you will be able to wear this - at the Civic Reception that the Lord Mayor holds in the City Hall and during our ‘One World Week’, for example.

As we have a wide range of sports clubs (www.bradfordunisu.co.uk/sport) at the University, it is highly likely that you will be able to continue playing your favourite sports when you get here, or try something new! If you have any specialist equipment (e.g. ice hockey gear, football boots, squash or badminton racquet) bring it with you. You will be able to start playing soon after you arrive and you will have a ready-made opportunity to meet new friends!

It is good idea to bring a few photos of your family and friends with you, as well as a few favourite items that remind you of home.

A bilingual dictionary may be useful for you, if English is not your first language.
Do not bring fresh foods as there are strict rules governing the import of many animal, dairy and vegetable products. If in doubt, leave it out!

For a list of goods you cannot bring into the UK, see www.gov.uk/duty-free-goods/banned-and-restricted-goods

2.3.1 Safety tips for your journey:
- Do not bring large amounts of cash
- Do not put cash in your suitcase. Carry it in a money belt or shoulder bag that you will be able to wear across your body throughout your journey
- During your journey do not accept help with your luggage from people you do not know
- Do not leave your luggage unattended at any time
- Pack your own luggage
- Do not accept requests to carry items for other people

2.4 Documents to bring
Here is a list of the documents you will need to bring. Carry these in your hand luggage as you may need to show all or some of these at Immigration on entering the UK.
- Passport (with visa for non-EEA* students)
- CAS statement and unconditional offer letter
- Your examination certificates as stated in your CAS statement
- The letter that you receive at the same time as your Tier 4 visa
- Your TB health certificate and any chest X-rays (if these are required for your visa)
- Details of all vaccinations that you have received
- Medical records if you have any pre-existing conditions (with English translation)
- Any medication that you are currently taking (including a letter from your doctor in English, confirming which medication you are carrying)
- Your accommodation contract
- Evidence of your finances for your tuition fees and living costs (for example, the bank statements that you used for your visa application, or your official sponsor letter if you are sponsored by your government or a world scholarship organisation).

2.5 Travel insurance
It is in your own interests to arrange travel insurance for your luggage and personal items before you travel to the UK. If your luggage is lost or damaged during your journey, you may be able to claim some compensation.

If your luggage is damaged or lost on your journey, please note that it is ESSENTIAL to report it at the airport, BEFORE leaving the Arrivals area.

2.6 Getting from the airport to the University
2.6.1 Airport pick-up service from local airports
If you are flying to Leeds Bradford or Manchester Airports in September 2020, and make arrangements with us in advance, we may be able to meet you are the airport and bring you to the University. This is a free service but you must book in advance. It is offered daily from 8:00am - 8:00pm; if an earlier/later arrival is unavoidable we will do our best to accommodate it.

This is a free service but you MUST book in advance.

Booking must be made by sending an email to airportpickup@bradford.ac.uk giving the following information:
- Your full name
- Your student number (UB number)
- Arrival airport (i.e. Leeds Bradford or Manchester)
- Date and time of your arrival
- Your flight number
- How much luggage you will be bringing (we cannot guarantee we can accommodate more than two suitcases per person).

Alternatively, you can book at: www.bradford.ac.uk/international/journey – go to 'Airport pick-up' at the bottom of this page.

This service MUST be pre-booked. Check the website to see what time transportation will be running between Leeds Bradford or Manchester Airports to the University.

The students who meet you at the airport can be clearly identified by the Team Bradford T-shirts that they will be wearing.

If you can’t make use of the airport pick-up service, don’t worry! The information on the next page explains how you can reach the University.

* EEA countries are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.
2.6.2 Leeds Bradford Airport
You can travel onwards to the University of Bradford from Leeds Bradford Airport by taxi or bus.

TAXI
- Taxi journeys from Leeds Bradford Airport to the University of Bradford will take around 20 to 30 minutes, depending on traffic and will cost around £26.
- Arrow Private Hire is the only taxi company permitted to operate directly from the Airport.
- Go to the Arrow Private Hire taxi office. This is immediately outside the Arrivals Terminal.
- At the taxi office, tell the receptionist the address you want to go to (including postcode).
- The receptionist will tell you the price and you will need to pay for the journey in the taxi office before getting in the taxi.
- If you want to book your taxi in advance, you can pre-book online via www.arrowprivatehire.co.uk.
- If you are asking for the University, make sure that you ask for the University of Bradford, as there are several universities in our region of the UK.

BUS
- Bus numbers 737 or 747 operate from Leeds Bradford Airport to Bradford Interchange.
- The cost is around £4 and the service operates approximately every 30 minutes Monday through to Sunday.

For full bus timetables see www.wymetro.com/buses/timetables/ and type in 737 or 747 to find the most convenient service for you.

For more information about Leeds Bradford Airport see www.leedsbradfordairport.co.uk.

2.6.3 Manchester Airport
If you are not able to book a flight to Leeds Bradford Airport, you may find that as an alternative you can book a direct flight from your country to Manchester Airport. This is approximately 80 kilometres from the University of Bradford. You can travel onwards to the University from here by coach or train.

COACH
The National Express coach is the easiest method of transport, as you can come directly to Bradford without needing to change anywhere or carry your luggage very far.
- Details of the National Express coach service and timetable can be found at www.nationalexpress.com.
- The journey should take around 2 hours.
- The cost of a single ticket is currently around £13.30 April 2020.
- You can book a ticket online, in advance, if you have a credit or debit card.
- Alternatively, you can buy your ticket from the Tourist Information Centres in the Arrivals Hall in Terminal 1 and Terminal 2 at Manchester Airport.
- The place that the coach departs from is called ‘The Station’ and is situated between Terminal 1 and Terminal 2.

TRAIN
If you decide to come by train, you will need to change trains at least once, to get to Bradford. There are two stations in Bradford – Bradford Interchange and Bradford Forster Square. Choose Bradford Interchange, as from here you can easily take a taxi to the University.
- Details of the train services and timetables can be found at www.nationalrail.co.uk.
- The journey should take around 2 hours.
- The cost of a single ticket is currently between £25 to £32 (April 2020).
- You can buy your ticket from self-service ticket machines or from the ticket office at the station in the Airport.
- The place that the trains depart from is called ‘The Station’ and is situated between Terminal 1 and Terminal 2.

TAXI
It is very expensive to travel by taxi from Manchester Airport to Bradford, with fares starting from around £100.

For more information about Manchester Airport see www.manchesterairport.co.uk.
2.6.4 Other Airports

If you arrive at another airport in the UK, and you are not able to get a connecting flight, you can travel onwards to Bradford either by coach or train. The coach is generally the cheapest and the most direct option when you have a lot of luggage.

COACH
Details of the National Express coach service and timetables can be found at www.nationalexpress.com

TRAIN
Details of the train services and timetables can be found at www.nationalrail.co.uk. If you are travelling by train from London, you will need to take the train from King’s Cross station.

2.6.5 Bradford Interchange

Trains arrive at Bradford Interchange or Bradford Forster Square station; coaches arrive at Bradford Interchange.

- From either station take a taxi to the University (only use the white taxis with the green diagonal stripe on them). The journey takes about 5 to 10 minutes by taxi depending on the traffic and the cost is approximately £3.00 to £5.00
- Or from Bradford Interchange the most direct route is to take the 576 bus to the University which runs frequently, Monday through to Sunday, costing approximately £1.60

2.7 Emergency contact number

If you have any difficulties on your journey, and need to inform the University of changes to your arrival plans, you can call the following number during September. There is no charge for calls to this number from within the UK, and it is operational 24 hours a day, 7 days a week, all through September. It will be answered by staff of the University at all times.

**EMERGENCY CONTACT NUMBER:**
0800 073 1581 when calling within the UK
+44 800 073 1581 when calling from outside the UK

2.8 Travelling by car

If you are thinking about bringing your car with you, please check in advance with your accommodation provider whether there will be any car parking possibilities. Not all Halls of Residence have car parking availability for residents, and it is extremely important for you to find out before you arrive what the situation is and the costs that will be involved. Car parking permits for the University campus itself are also limited. Also please remember that in the UK we drive on the left.

2.9 Collecting the keys for your accommodation

When you have accepted your accommodation offer, arrival information will be emailed to you.

If you are going to be living in The Green, please read the details on the table below very carefully, so that you know where to register for your accommodation and collect your keys on arrival.

**NOTE:** If you have any doubts about when and where to arrive, please contact The Green.

Key collection for Halls of Residence other than The Green is from the Reception Desks in those Halls, and you will be given details by them in your offer of accommodation.

Students living in private housing should arrange arrival date/time and key collection directly with the landlord.

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**Accommodation Arrival Information**

Please read the following details carefully so you know where to register and collect your keys on arrival.

<table>
<thead>
<tr>
<th>ARRIVAL DATES 2020 - THE GREEN</th>
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<tbody>
<tr>
<td>TIMES</td>
</tr>
<tr>
<td><strong>INTERNATIONAL STUDENTS (Early Arrival by arrangement)</strong></td>
</tr>
<tr>
<td>9am to 6pm</td>
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<table>
<thead>
<tr>
<th><strong>ALL STUDENTS - MAIN INTAKE PERIOD - Saturday 26 September</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 9am to 6pm</td>
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</table>
Section 3

What to do when you first arrive

3.1 Your first few days
It can seem quite confusing when you first arrive, and you do not know what to do and where to go. Don’t worry, lots of help will be on hand! This is why we have an International Student Information Point and a full and varied programme of orientation, induction and social activities for you to participate in when you arrive.

The International Student Information Point will be open from 21 September 2020. Just follow the signs in the Richmond Building and you will find us! The International Student Adviser and a team of student helpers will be on hand to answer any queries that you may have. You will be able to find lots of practical information here about living in Bradford and Bradford city centre walking tours (you might need to reserve a spot on these tours in advance). Pick up a programme here for our orientation talks, and if you attend as many of these sessions as possible, you will be well prepared for living and studying in the UK. Full details of all the events will be available from www.bradford.ac.uk/international and www.bradfordunisu.co.uk. Copies of the programme will also be available at many locations on campus and at the Halls of Residence in September.

If you are arriving at any other times of the year, please come to the MyBradford Student Support Centre in the Richmond Building. We will be happy to help you with practical information.

3.2 Important things to do
- Let your family know you have arrived safely!
- You will have access to the internet to send an email home, even before you have enrolled. We will have SIM cards available for your mobile phone. Sometimes it is necessary to ‘unlock’ the mobile before the SIM card will work, but often it will be ready for immediate use
- Collect your Biometric Residence Permit (if you are on a Tier 4 visa)
- Enrol on your course
- Open a bank account
- Register with the Health Centre (You will do this online - when you complete the Pre-Enrolment Portal, you will be sent the link to complete the online form)
- Register with the police (if you need to do this, it will be mentioned on your student visa)
- Go to your Faculty Welcome and Induction

Full details of how to do all of these things are given on the following pages. The other important things you need to do are:
- Attend the full induction programme that your Department will be arranging for you
- Visit the International Student Information Point in Richmond Building. Here you will be able to get lots of practical information, find out about the programme of events and ask any questions that you may have
- Go on a campus tour to learn where the main facilities of the University are (from the International Student Information Point)
- Go on a city tour to find out where the main shops are for groceries, bedding, towels, plug adaptors and clothes (tours daily, starting from the International Student Information Point)
WHAT TO DO WHEN YOU FIRST ARRIVE

Attend as many of the orientation sessions as possible. If you attend them all, it will answer many of the ‘frequently asked questions’ that students have when they first arrive, and it will prepare you for life in Bradford and for starting to study here. You can see the Orientation Programme in advance at www.bradford.ac.uk/international/arrival/ or you can collect a copy at the International Student Information Point.

Talk to people! Don’t be shy – it is normal to feel anxious at first regardless of where you come from in the world. Other students will be feeling the same. Don’t worry about your English, nobody will mind if you make mistakes. It is far more important just to start talking to other students, and soon you will find that you are making friends from all over the world!

Join a Club or Society – we have a whole range of sports, country societies and clubs for interests of all kinds (see www.bradfordunisu.co.uk/sport and www.bradfordunisu.co.uk/activities). It is a brilliant opportunity to try something new, or to keep up with an existing sport or hobby that you may have. Best of all, you will be meeting and getting to know people, practising your English and enjoying yourself!

3.3 Collecting your Biometric Residence Permit

If you have a Tier 4 visa, you will need to collect your Biometric Residence Permit. You can collect this as part of your enrolment. If your BRP has not arrived by the time you enrol, you can co-ordinate to collect this with the International Student Adviser.

3.4 Opening a bank account

The majority of international students open a UK bank account when they arrive in Bradford. There are strict regulations that the banks must adhere to when opening an account for you.

The documents that you are likely to need to open a bank account are:
- Your passport
- Your Biometric Residence Permit (if you are on a Tier 4 visa)
- ‘Letter of Introduction to UK Banking Facilities’. You can obtain this letter from the MyBradford desk, on the ground floor of the Richmond Building, once you have enrolled on your course. It is a big help if you can show the staff at the MyBradford desk your offer letter or CAS statement when you ask for this letter.

It can often take a few weeks for your bank account to become active, so we strongly recommend that you bring some cash with you (around £500) or a prepaid travel card, so that you can meet your everyday expenses in the meantime. Remember also that if you are going to deposit a cheque into a UK bank account, it will take time for this to clear before you can withdraw the money (generally a minimum of 4 or 5 working days for UK cheques, and often 28 days or more if converting from another currency).

Try not to bring £50 notes. They are not common currency in the UK and often are not accepted in shops.

Most UK banks (for example Barclays, HSBC, Lloyds, NatWest, Santander and TSB) have branch offices in Bradford city centre - just a 10-minute walk from the City Campus.
3.5 Health Centre registration

It is important to be registered with a doctor (often called a GP - General Practitioner) near to where you live in the UK. You can register with the Bradford Student Health Service if you live close to the University or within their Practice area and are here on a course that lasts more than 6 months.

If you are arriving in September, you will be able to register with the Student Health Service at the same time as enrolling with the University. You will be asked to complete a health questionnaire - this information is completely confidential.

You can also register with the Health Centre online on your pre-enrolment portal. For more information please visit www.bradfordstudenthealth.co.uk

PLEASE BRING:
- Your TB health certificate and any chest X-rays if these are required for your visa
- Details of all vaccinations that you have received
- Medical records if you have any pre-existing conditions (with English translation)
- Any medication that you are currently taking (including a letter from your doctor in English, confirming which medication you are carrying)
- EU students MUST bring an EHIC card with them or evidence of Comprehensive Sickness Insurance

If you want to register with another local doctor that is closer to where you will be living, you can do that. To find out about other doctors in the area, you can telephone 0113 295 2500 and give the details of your postcode, or you can find information online at www.nhs.uk/Service-Search/GP/LocationSearch/4

TB TESTS

Even though you may have had a TB test in your home country, you may be asked to have further tests at the Student Health Centre. Please make sure you attend the appointment if requested to do so.

3.6 Police registration

If you need to register with the police, this will be mentioned on your visa (for example ‘Register with the Police within 7 days of arrival’), or on the letter that you receive with your visa, or on your Biometric Residence Permit. If you are unsure, bring your passport to the International Student Information Point or the MyBradford desk and we will be able to check for you.

The Police Registration point for our area is in a small town in between Bradford and Leeds, called Pudsey.

If you arrive in September, we will be arranging student chaperones to show you the way. You can request help with registering with police by emailing internationalstudents@bradford.ac.uk

You will need to complete an online registration first: https://foreignnationals.westyorkshire.police.uk/

The documents that you will need to take with you are:
- Your passport and Biometric Residence Permit
- £34.00 payable by card

You must make an appointment online before going to the police station. You must complete the online registration within 7 days of arriving in the UK, but it may take longer than 7 days to finalise your appointment at the police station.
City centre map

SYMBOLS KEY

- These shaded areas of the streets denote pedestrianised areas
- One-way traffic flow
- Tourist Information Centre

© University of Bradford
MAP KEYS

CAMPUS
1. Richmond Building
2. Atrium, Richmond Building
3. Richmond Building Workshop Block
4. ICT Building (Institute of Cancer Therapeutics)
5. Norcroft Building and Norcroft Centre
6. The Green (student accommodation)
7. Horton A Building
8. Horton D Building
9. Chesham B Building
10. Chesham C Building
11. Student Central and J B Priestley Building
12. Sports and Amenities and Carlton Building
13. Pemberton Building
14. Ashfield Building
15. Phoenix Building South West
16. Phoenix Building North East
17. Bright Building (recentre - Education and Sustainable Development Centre)
18. Cavendish Building (STEM Centre)
19. Cobden Building
20. Peace Garden

SYMBOLS KEY
- Main entrances
- Bus stops
- Information
- Controlled parking areas (permit holders only)
- Visitor car parking only. Visitors must display a visitor parking permit in their car, which they can be obtain from Richmond Building reception for the City Campus.
- Main roads only shown
- Map not to scale

Sat Nav
Postcode
BD7 1AZ
Section 4
Enrolment
21 – 25 September

4.1 Tuition fees
Payment and/or confirmation of funding is always required before or during enrolment. Your payment plan information will have been sent to you with your offer letter.

If you have any questions about when to pay your fees, please contact the Credit Control Team for guidance at creditcontrol@bradford.ac.uk

4.1.1 Payment of tuition (and bench) fees by sponsor
If your tuition fees are being paid by a sponsor, you must provide an original letter on official letter-headed paper from your sponsor confirming their agreement to pay the University tuition fees directly. A sponsor will be a company or organisation covering the cost of your studies (for example, an employer or Government agency).

Send your sponsor letter to creditcontrol@bradford.ac.uk

An invoice will be sent to your sponsor once you have enrolled and full payment must then be made within 30 days. Installments are not available for payments made by sponsors.

Please note: friends or relatives are not considered as sponsors.

4.1.2 Payment of tuition fees by yourself or family member
FEES OF OVER £8,000
Please pay using the payment methods on page 8.

DISCOUNT FOR PAYMENT OF TUITION FEES MADE IN FULL BY 30 SEPTEMBER 2020*
A 3% discount is offered to students paying a tuition fee of £8,000 or over who pay their fees in full by 30 September 2020 (no discount is available on bench fees). Check if you can have the discount at www.bradford.ac.uk/money/fees/paying-fees/#d.en.8229

FEES OF £8,000 OR OVER*
of your fees on or before enrolment (any advance payments made will be paid towards your first instalment).

The remainder of your fees will be set up on a payment plan of two instalments payable in January and March automatically for you. If you want to pay the remainder in 4 monthly instalments payable from December through to March, contact the Credit Control Team.

FEES OF LESS THAN £8,000*
Fees of less than £8,000 may be paid by in full by enrolment or by instalments. Your fees will be set up on a payment plan of 5 monthly instalments from November through to March automatically for you. If you want to pay in 3 instalments payable in November, January and March, contact the Credit Control Team.

* Please note payment plans and early payment discounts are reviewed annually and subject to change. You are required to make a payment of at least 50%.
4.2  Other information

We sincerely hope that your time at the University will be very happy and straightforward. However, we recognise that sometimes there may be problems. And sometimes there may be circumstances that lead to a student having to withdraw from their studies. Here is some brief information about what to do, if you should find yourself in this situation.

4.2.1  Late arrivals

If you are unable to make it here in time for your induction and the start of term, many of our programmes accept late arrivals and will provide tailored support to help you settle in and catch up on any study you have missed. If you will be joining a programme late for any reason, please contact latearrival@bradford.ac.uk with your UB number, expected arrival date and the reason for your late arrival.

4.2.2  Withdrawal from your programme of study/course

It is important to complete the Change of Circumstances Form, which can be found by logging in to E-Vision at https://evision.brad.ac.uk and needs completing online. Tuition fees will be adjusted based on the date you inform us of your withdrawal, and there may be an administrative charge. For further details, please contact the MyBradford email: mybradford@bradford.ac.uk, tel: +44 1274 235050.

If you withdraw from your studies, and are on a Tier 4 visa, the University has an obligation to inform UK Visas and Immigration, and you will be expected to leave the UK. Check with the Visa Adviser (visasupport@bradford.ac.uk) or the International Student Adviser at the MyBradford desk for further information, and to be certain that you do not breach any of the strict Tier 4 student visa immigration regulations.

4.2.3  Withdrawal prior to enrolment where an advance payment has been made

If you make a payment in advance towards your tuition fee, but do not then enrol on your course, you will normally be refunded the payment minus an administration fee.

All refunds will be returned to the originator and will be subject to further bank charges incurred by the University for Forex/transfer fees.

4.2.4  Leaving University accommodation early

If you have to suspend or withdraw from your studies, please make sure you contact the Accommodation Manager before doing so. Your accommodation contract is legally binding and for a fixed period. This means that you are responsible for paying your accommodation fees for the whole of that period, even if you have to leave earlier than expected.
EU students – fees and support

5.1 EU student enrolment
EU students should arrive for the start of Welcome Week (28 September to 04 October in most cases - please check your offer letter and the University website). However they are also welcome to arrive during international student orientation week, 21 - 28 September and enrol as a University of Bradford student at the same time as UK students. Full details of how to enrol on your course will be sent to you by email during the summer, and will also be available on the University website at www.bradford.ac.uk/new-students/

5.2 Health care for EU students
EU students MUST have a Comprehensive Sickness Insurance Policy valid for the period of your studies. If you would like to use an up-to-date EHIC card, please check UKCISA guidance as this may not be valid. Information can be found here: www.ukcisa.org.uk/Information-Advice/EU-EEA-Swiss-Students/Healthcare-in-the-UK-for-EU-EEA-and-Swiss-students

5.3 Tuition fees for undergraduate studies
As an EU student you will pay the same tuition fees as UK students, in 2020/2021 (fees may increase slightly in subsequent years of your course). Other fees such as those for a Foundation Year or the placement year of a sandwich course are the same as for UK students.

Most students will have access to a repayable tuition fee loan to pay these course fees · these are not means tested and are paid directly to the University on your behalf by the Student Loans Company.

If you already have a degree or have studied at university before, you may not be eligible for a tuition fee loan. This is the case even if your previous study was in another country. Please check at an early stage with the Student Finance Services European Team (EU_Team@slc.co.uk) or hub@bradford.ac.uk before you enrol.

EU students are not eligible for any other forms of Government support such as maintenance loans or maintenance grants.

To apply for the tuition fee loan, you will need to submit a EU18N form.

To download the form, follow the links for EU students on www.gov.uk/student-finance/eu-students

The Student Finance Services European Team, based in Darlington, UK, will deal with your applications and enquiries. You can call their helpline at +44 141 243 3570 or email EU_Team@slc.co.uk

If you do have a tuition fee loan to cover the cost of your course when you enrol, you will be asked to prove you have applied. If you have not applied, are not eligible for a tuition fee loan, or have chosen not to apply for one and are paying the fees yourself, you will need to pay 50% of the tuition fees at enrolment. The remainder can be paid in instalments.

EU students will also be considered for our A*AA/AAA scholarship if they have excellent entry qualifications. This is worth up to £3,500 over a three-year degree programme as long as you progress with an overall average of 60% each year. Information about eligibility is on our website at: www.bradford.ac.uk/scholarships/info/aaa-2018-2019

5.4 Tuition fees for postgraduate studies
Tuition fees for EU students for our postgraduate degree courses are the same as for UK students. For full details see www.bradford.ac.uk/money/fees/pgt-home-eu/

If you start a full-time or part-time Master’s course in September 2020, EU students will be eligible for the Government’s new Postgraduate Loan www.gov.uk/funding-for-postgraduate-study

You can borrow up to £10,906 to put towards your Master’s fees or your living costs - you can even use it to part-fund the cost of an MBA.

Eligibility doesn’t depend on personal or family income, but you need to:
- Be under 60 years old
- Ordinarily live in England/the EU (not including Northern Ireland, Scotland or Wales)
- Not already have a degree at Master’s level or above

You can apply for the loan from the beginning of July 2020.

EU students who have a degree from the UK can be assessed for our postgraduate bursary worth £500 a year. All alumni of the University of Bradford, regardless of when they have graduated, will receive a 10% discount on their tuition fees. See our website for further information: www.bradford.ac.uk/scholarships/info/postgraduate-bursary-2020-21

Please note that students can only receive one scholarship or discount - www.bradford.ac.uk/scholarships/info/alumni-discount-scheme-2020-2021
If you are an exchange student or visiting student such as an Erasmus+, ISEP or Worldwide Exchange student, then it is important that you read the contents of this booklet carefully to prepare for your journey and arrival, as well as the information below.

All students participating in the above programmes are expected to attend the Welcome and Induction meeting specifically for exchange/visiting students. Please plan to arrive around Monday 7 September 2020 (if you are required to quarantine, September start) and Thursday 10 January 2021 (January start). You will be sent details about the time and venue of the meeting by email from the International Opportunities Team, and this information will also be available at www.bradford.ac.uk/exchanges/

The procedure for course registration and final enrolment will be explained at this meeting. Information regarding departmental inductions and orientation events will also be available. It is compulsory that you attend this meeting. You will have an opportunity to meet the staff in the academic departments and discuss your course choices and course timetables during the week, and you will be advised by the International Opportunities Team when you will meet them.

You will receive a pre-enrolment email prior to your departure. It is important that you complete the pre-enrolment before the induction meeting.

Following the Induction meeting, the International Opportunities Team will assist with Enrolment and collection of the UB card.

Please plan your arrival to the UK, so that you can enrol on time and attend the compulsory meeting - details will be sent in advance for September 2020 (September start) and is scheduled for Thursday 10 January 2021 (January start). If you would like more information regarding your semester or academic year abroad then please visit our website and view our Pre-Arrival pack: www.bradford.ac.uk/exchanges/

All exchange students will be able to take part in optional orientation and social activities in September 2020.

The University of Bradford environment is quiet and the people are very nice. The whole student life here is very motivating because of the variety of activities available, the trips, the hikes, and the events organised by the international students union. There is continuous and prompt support and care from administrative staff as well as academics, and the teaching is amazing. I felt safe in general.

NADIA MAMOOUN, UNIVERSITY OF CAIRO
Section 7

Academic English Language Support

Our Language Centre offers a wide range of FREE Academic English Language support for all international and EU students registered at the University. Many students tell us how our help has enabled them to achieve better results and feel more confident about their studies.

The Language Centre team are teachers of English language and linguistics who have chosen to specialise in the field of English for Academic Purposes. They know the best methods for teaching you effectively and to enable you to study independently and continue to build on your skills throughout your studies and beyond.

7.1 Academic English Language support classes

We have free weekly classes to help you to develop your academic English language skills over the whole semester. Lots of students attend weekly, but the classes are stand-alone classes, so you do not have to attend every class. There is no need to register – just turn up!

Topics covered include:
- Academic Writing
- Academic Speaking and Communication
- Grammar for Writing
- Pronunciation

7.2 Workshops

We also run a full programme of workshops to help you develop specific academic English language skills. These two-hour workshops provide opportunities to practise using the skills you learn during the workshops.

Topics covered include:
- Academic reading skills
- Academic style
- Paraphrasing in academic writing
- Academic language and vocabulary
- Common errors in writing
- The language of critical thinking
- The language of presentations
- There is no need to register – just turn up!

7.3 One-to-Ones

We offer one-to-one (1:1) appointments with an experienced English for Academic Purposes lecturer throughout the academic year (and particularly in the last three weeks of term) to work on any aspect of academic English with you. During a 1:1 session we can:
- Answer any specific questions you may have about academic English language.
- Provide some help with reading and writing skills, grammar and word usage, punctuation, pronunciation, and referencing skills.
- Look at a sample of your written work (for example, a longer paragraph or one page) and provide formative feedback.
- Provide advice on study skills, learning materials, classes and workshops.
- Informally discuss any personal difficulties that may be hindering your success.
- Provide guidance on how you can further develop your English skills and agree an action plan with you.

7.4 Online Resources

You can access our online resources via the University’s Virtual Learning Platform (Canvas). Resources from all the support classes and workshops and self-access materials are available to help you develop your academic English language skills.

The Language Centre is here to help you succeed in your studies!

For more information, please see www.bradford.ac.uk/language-centre/support-during-studies/
Section 8
Other important information

8.1 Academic Skills Advice
Looking to improve your maths, writing or study skills? Academic Skills Advice is a free service, available to any student at the University. We provide one-to-one and small group teaching and guidance, with a wide range of resources designed to help you develop your skills as an independent learner. To find out more, visit our webpage: www.bradford.ac.uk/academic-skills

8.2 Bringing the family
8.2.1 Visa regulations
Currently, Tier 4 visa regulations permit:
- Postgraduate students on full-time courses of at least 12 months' duration
- Government-sponsored students on full-time courses of at least 6 months' duration to apply for 'PBS Dependant' visas for their spouses and children under 18 to join them in the UK for the whole length of their course.

All other students will only be able to apply for their spouse and children under 18 to come for a short period (no more than 6 months) on a 'Standard Visitor' visa.

Full details are available at www.gov.uk/tier-4-general-visa/family-members and www.ukvisas.org.uk/Information-Advice/Visas-and-Immigration/Dependants

You can search for properties suitable for families through the Unipol Student Homes website and they may be able to recommend letting agents to you. See www.unipol.org.uk/bradford or contact them by email at: info@unipol.bradford.ac.uk detailing the type of accommodation you require, and they will be able to offer more detailed advice.

From 1 February 2016, landlords for private housing in England have to check that their tenants have a valid visa before signing a contract. You will therefore need your passport and Biometric Residence Permit with you, when you are making the final arrangements for signing your tenancy agreement.

Remember that accommodation contracts are binding in law, so make sure that you fully understand what is included in the rent, and that you are satisfied with the condition and location of the property before you sign the contract. Once the contract is signed, you will be liable for the rent for the whole of the contract period, even if you decide to leave the property.

8.2.2 Schools
Children of international students studying in the UK can go free of charge to state schools (from 5 - 18 years).

Arrangements should be made well in advance by contacting Bradford Metropolitan Council for details of available places. For information on local schools in Bradford, see www.bradford.gov.uk/education-and-skills/school-admissions/apply-for-a-place-at-one-of-bradford-districts-schools/

The postcode areas closest to the University are BD7 and BD5. You can search online for schools closest to the postcode where you will be living at www.bradford.gov.uk/education-and-skills/find-a-school/schools-finder/

All the schools have a telephone number and email address listed, for further information.

All schools are regularly inspected by the Government, and a report is made public - this is called an ‘Ofsted Report’. You can access the Ofsted Reports of all the schools in the Bradford area - go to the section on ‘Inspection Reports’ on www.ofsted.gov.uk

A central point of contact for schools in the Bradford area is:
School Admissions Team
Children’s Services
Margaret McMillan Tower
Princes Way
Bradford
West Yorkshire
BD1 1NN

To make an appointment to meet with the School Admissions staff at Margaret McMillan Tower, contact:
Tel: +44 1274 439200
Email: primaryadmissions@bradford.gov.uk for schools admission for children aged 5 to 11 years or secondaryadmissions@bradford.gov.uk for schools admission for children aged 11 to 18 years.

8.2.3 Nurseries
If you have children under 5 years and would like them to go to a nursery, please note that there are charges for places in nurseries in the UK, including our nursery facilities on campus. See www.bradford.ac.uk/nursery for details about our nursery. It is important to apply well in advance if you would like your children to attend the University nursery, as there is often a waiting list for places. It is important to budget for the nursery fees, as it can cost more than £150 per week to have a child in nursery on a full-time basis.
8.3 Chaplaincy and faith provision

Tolerance and respect for religions and beliefs are important at the University of Bradford. The city has places of worship for most faiths and religions, and many of these are close to our campus.

Our Chaplaincy team represent various faith groups and provide spiritual support and pastoral care for staff and students of all faiths and none. For contact details and further information, please see www.bradford.ac.uk/my-bradford/a-z/faith-advisers-and-chaplains

8.4 Conditions of your Tier 4 visa

If you have a Tier 4 visa, there are certain rules that the University and students have to follow. Your visa will be withdrawn by UK Visas and Immigration, and you would be required to leave the UK if you break the rules, even if you have not completed your studies.

Do not let this happen to you!

When you arrive at the University, you will be required to attend a ‘Tier 4 Essentials’ information session. Full details about these sessions will be available from the International Student Information Point and from the MyBradford help point in Richmond Building Atrium.

Briefly, the duties of the student are to:

- Make sure you inform the University of your contact address in the UK and mobile phone number. These details must be kept up to date at all times.
- Make sure that you attend all your lectures, seminars and tutorials. If you miss 10 ‘expected contacts’ with the University, the University has to send a report to UK Visas and Immigration, your visa would be withdrawn and you would have to leave the UK.
- If there is an unavoidable reason why you have to miss a lecture, make sure that you inform the University of the reason as soon as possible.
- Make progress in your studies. For undergraduate and postgraduate students on taught courses, there is a 5-year cap on the number of years that you can hold a Tier 4 visa for. Make sure that you work hard to finish your studies within the expected normal time frame, so that you do not end up running out of time on your visa to complete your course.
- If you are a student from a country that has to register with the Police, this should be stated on your visa. You can also check if this applies to you at www.gov.uk/register-with-the-police. You must do this within 7 days of arrival in the UK. You must also update your Police Registration Certificate within 7 days, if there is a change in your circumstances, for example if you move to a new address, change course, or get a new visa.
- Make sure you do not work more hours on a part-time job than your visa allows. Most students are permitted to work a maximum of 20 hours per week during term time, and full-time in vacation time. Make sure that you are aware what is classed as vacation time for your course. Never exceed your working hours, and never average your working hours out over a number of weeks. This would be a breach of the Tier 4 visa regulations. We recommend that you do not work more than approximately 15 hours per week, as any more time than that will interfere with your studies.
- You cannot do the following types of work:
  - be employed as a professional sportsperson (including a sports coach);
  - be employed as an entertainer;
  - be self-employed or engage in business activity;
  - fill a full-time, permanent vacancy (except on a recognised foundation programme or as a Students’ Union sabbatical officer)
- Do not claim any ‘public funds’
- Do not get into trouble with the Police or commit any criminal offences
- Be available for interview by UK Visas and Immigration staff and be prepared to show that you still have enough money in your bank account to cover your living costs and any tuition fees that have not yet been paid.
- Leave the UK if you suspend your studies or withdraw from your course.

UK Visas and Immigration regularly make changes to the Tier 4 student visa category. Sometimes the changes can affect current students as well as students applying for visas in the future. The University will inform you of changes, but you should also keep up to date by regularly checking the regulations at www.gov.uk/tier-4-general-visa.

If you find that you are having personal, financial or academic difficulties, it is important to seek help at an early stage from the International Student Adviser and other support staff at the University. Ask for visa advice at an early stage too, as any changes that you make to your original plans are also likely to have an impact on your visa, due to the strict Tier 4 visa regulations.

For further information please see: www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status/
8.5 Help and advice

We do understand that it can be a very anxious time prior to your arrival at University and that you may have a number of questions. We hope that these will have been answered in this booklet. However, if you need any reassurance, or have further queries, please do not hesitate to contact any of the email addresses listed on page 1.

Moving to a new city is exciting, but don’t worry if you feel worried, lonely or a bit lost for the first few days; this is completely normal. In addition, culture shock is a very real phenomenon and it may help you to read a little about that now, so that you can prepare yourself. There is a very useful link at: www.ukcisa.org.uk/Information–Advice/Preparation-and-Arrival/Facing-culture-shock

WHAT CAN YOU DO TO HELP THESE FEELINGS PASS?

Here are some ideas:

- Try to join in with events organised by the International Office and the Students’ Union. These activities are designed particularly for new students and we do our very best to make everyone feel welcome and involved
- Talk to other students - they may seem confident, but the chances are that they are actually feeling the same as you
- Don’t sit in your room and worry about things. Come and see us at the International Student Information Point, Room 101 (UBU International Student Engagement Centre), the MyBradford help point in Richmond Building Atrium, your Department, our Counselling Services, or the UBU in Student Central - staff at all of these places will be happy to see you and to help

We are looking forward to meeting you!

8.6 Important dates

- Orientation Programme available: 21–27 September 2020
- International Student Enrolment starts: 21 September 2020 for most courses
- Welcome Week - for all new students: Starts 28 September 2020
8.7 Insurance
If you are living in Halls of Residence, insurance cover for your possessions is likely to be included in your rent. Please be sure, however, that the amount of cover will be sufficient to insure all your belongings.

If you are living in private accommodation, it is essential to arrange insurance cover for your possessions. This is known as ‘Contents Insurance’ or ‘Student Possessions Cover’.

Although Bradford is a safe city and University security is excellent, it is important to follow sensible safety precautions, just as you would in any large city of the world. Simple steps, such as always remembering to lock your door when leaving your room in your Halls of Residence (think of it as being the front door to your home), and not letting people into your Halls of Residence that you do not know, will help to keep your possessions safe and secure.

Visit the International Student Information Point for details about suitable insurance companies and other useful safety information.

8.8 Part-time working
Please note that work in the UK cannot be guaranteed, and the wages are often quite low. It is extremely important that you do not rely upon getting a job here to finance your studies and living costs. Please make sure that you have all your finances arranged before coming to start your course.

8.8.1 EU students
EU students can work part-time during their degree. We would strongly recommend that you do no more than 15 hours of temporary work per week, as it is highly likely to interfere with your studies if you do more than that.

See www.gov.uk/browse/visas-immigration/eu-eea-commonwealth to check whether any restrictions apply to you.

8.8.2 International students
Some international students can work part-time alongside their studies, according to what type of visa they have.

If you have a Tier 4 student visa and are on a full-time degree-level course, you will usually be permitted to work for no more than or a maximum of 20 hours per week during term time and full-time in vacation periods.

If you have a Tier 4 student visa, and are on a course below degree level, you can only work for 10 hours per week during term time and full-time in vacation periods.

International students on a Short-Term Study Visa are NOT permitted to work in the UK.

The definition of ‘vacation’ for visa purposes will also vary according to what course you are doing.

- Undergraduate students have a vacation period at Christmas, Easter and in the summer
- Postgraduate students have a vacation period at Christmas and Easter, but not the summer, as this is when you will usually be writing your dissertation
- PhD students will have a vacation period at Christmas and with the permission of their supervisor

We would strongly recommend that you do not work more than 15 hours per week, as it is highly likely to interfere with your studies if you do more than that.

Please note that you cannot do any of the following:
- be employed as a professional sportsperson (including a sports coach);
- be employed as an entertainer;
- be self-employed or engage in business activity;
- or
- fill a full-time, permanent vacancy (except on a recognised foundation programme or as a Students’ Union sabbatical officer)
Checklists

BEFORE YOU LEAVE HOME ARRANGE:
- Acceptance of your offer
- Your passport
- Your CAS (Confirmation of Acceptance for Studies) number
- Your visa (if applicable)
- How you are going to pay your tuition fees
- Enough money for your living costs
- Your accommodation
- Your flight
- Your travel insurance
- EHIC card (if you are an EU student)
- Booking on the Airport Pick-Up Service if you are arriving between September 2020 at Leeds Bradford or Manchester Airport
- Online enrolment at the Enrolment Portal (follow the instructions in the email that will be sent to you). This must be done prior to your in person enrolment and BRP collection

REMEMBER TO BRING:
- Your passport
- Visa decision letter
- Your Confirmation of Acceptance for Studies statement and Acceptance letter
- Your original qualification certificates
- Your enrolment summary and documents in your enrolment checklist
- Banker’s draft, cheque or credit card to pay at least 50% of your tuition fees
- If your fees are paid by an official sponsor (company, organisation or government, rather than relative), bring the original sponsor letter on their headed paper and their telephone number
- Documentary evidence of any outstanding conditions for your application (e.g. examination certificates)
- Your accommodation contract (if applicable)
- Your travel insurance
- EHIC card or comprehensive sickness coverage (if you are an EU student)
- Legal documents proving any change of name
- Small amount of money (about £500) in cash or a pre-paid travel card for everyday expenses and use before your bank account can be set up and activated
- Your TB health certificate if applicable and any chest X-rays that you have
- Details of all vaccinations that you have had
- Medical records if you have any pre-existing conditions (with English translation)
- Any medication that you are currently taking (including a letter from your doctor in English, confirming which medication you are carrying)

WHEN YOU GET HERE:
- Locate your accommodation
- Come to the International Student Information Point - Richmond Building, open from 7 September 2020 – 2 October 2020 9:00am - 5:00pm and in Room 101 from 5 October - 16 October daily
- Let your family know you have arrived safely!
- Collect your Biometric Residence Permit, if you are on a Tier 4 visa
- Enrol on your course
- If you have a Tier 4 visa, go to the Small Hall in Richmond Building, to have your passport and Biometric Residence Permit scanned
- Attend the essential induction and ID check in your Faculty, to collect your student card
- Attend all the induction lectures and sessions in your Department
- Open a bank account
- Register with the Health Centre - you can do this online at www.bradfordstudenthealth.co.uk or in person
- Register with the police (if applicable)
- Go on a campus tour
- Go on a city tour
- Attend as many orientation talks and activities as possible
- Attend a ‘Tier 4 Essentials’ information session (if you have come to the UK on a Tier 4 visa)

The contents of this publication represent the intentions of the University at the time of printing. The University reserves the right to alter or withdraw courses, services and facilities as described in this booklet without notice and to amend Ordinances, Regulations, fees and charges at any time. Students should enquire as to the up-to-date position when applying for their course of study. Admission to the University is subject to the requirement that the student complies with the University’s admissions procedures and observes the Charter and Statutes and the Ordinances and Regulations of the University.
DISTANCE BY TRAIN TO BRADFORD

- Edinburgh - 4 hours
- Manchester - 1 hour
- Birmingham - 3 hours
- London - 3 hours