



**University of
Sunderland**



Pre-arrival 2016/17

**ONCAMPUS
SUNDERLAND**

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Welcome

Dear Student

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

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

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Telephone +44 (0) 191 515 3912

If you need to contact centre staff in an emergency outside of office hours please call +44 (0) 7964058186.

We will look forward to seeing you in Sunderland very soon!

The ONCAMPUS Sunderland Team

Visa Information

1. Immigration

Students from outside the European Economic Area (EEA) will need to apply for entry clearance, more commonly known as a 'visa', before travelling to the UK. For further information visit the 'Study Visas' section of the UK visas website at <https://www.gov.uk/browse/visas-immigration/student-visas>

Visa and immigration regulations frequently change so please make sure you contact the nearest British Diplomatic Post to get up-to-date information on the visa application process, requirements and supporting documents for your visa application.

We can provide support and guidance to students who are already in the UK so if you have any questions please contact our centre.

2. Applying for a UK student visa

Most international students from outside the European Union who wish to take a full-time course in the UK must apply for a visa prior to leaving their home country. You can check your status on the following website: <https://www.gov.uk/tier-4-general-visa/overview>

3. Applying for your General Student Visa (Tier 4) to come to the UK

When you apply for a General Student Visa (Tier 4) you must include a Confirmation of Acceptance for Studies (CAS) number. We will send your CAS details when you confirm your unconditional offer of a place to study and pay your deposit/full fees.

Your CAS will not be sent more than three months before the start of your course.

The CAS number will be included in a letter called a 'CAS Statement'. This will also include important information needed for your visa application.

4. Biometric Residence Permit (BRP)

Non-EEA applicants (expected to study 6 months or more) will have to collect a BRP card as soon as they arrive in the UK. You must not wait until your course has started to collect this card. If you have used the centre's "ACL code" (listed on your CAS statement), your BRP card will be available for collection in the centre. It will otherwise be available in the Post Office branch you selected during your visa application. The collection point will be confirmed on the Decision Letter given to you when you get your passport back following a successful visa application. The visa sticker in your passport will only permit you to travel to the UK but is not the evidence permitting you to stay in the UK for the full duration of your course; only the BRP is.

5. Arriving late and withdrawal from your course?

The start date is published on your CAS Statement. **If you plan to arrive later you must let us know.** This is very important as we must inform the UK Visas & Immigration (UKVI) if you do not arrive on time.

If you change your mind and want to study at another institution, you have to tell us before you come to the UK so we can cancel your CAS with UKVI.

Once you have received your visa please email our admissions team at admissions@oncampus.global or call +44 (0)1223 345 698, this information is crucial for **ONCAMPUS** Sunderland to prepare for your arrival.

6. What should I do if my student visa is refused?

If your student visa application is refused, please contact a member of the Application and Admissions Team:

Telephone: +44 (0)1223 345 698

Email: admissions@oncampus.global

We will look at a copy of the refusal notice to see whether we can help you to re-apply for the current or a future intake.

Parental Consent for U18s

Students who are under 18 need to provide their parental consent form with their visa application and carry it with them on arrival to the UK. If you have not got a copy of the completed form please contact our admissions team before making your visa application.



What to expect on arrival in the UK

Immigration on your arrival

Passport control

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

- **Passport**
- **Bank statements**
- **Confirmation of acceptance for studies (CAS) letter and original supporting academic documents**
- **Proof of accommodation**
- **Proof of financial support & any fee payments made**
- **TB certificate (if applicable, please [click here](#) for listed countries)**

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

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

Students from some countries may be asked to have a chest x-ray before collecting your luggage . You can check if this will apply to you with your local British Council.

If you experience any problems at Passport Control, please contact Gemma Campbell **ONCAMPUS** Student Recruitment & Support Officer on +44 (0) 191 515 3916 . If you need to contact centre staff in an emergency outside of office hours please call +44 (0)796 4058 186.

How to get here

How to get to our campus

By train and Metro - For the City Campus you can use the Metro services. A typical Metro journey from Newcastle to Sunderland takes 30 minutes. Newcastle airport has a Metro station, making the Metro the easiest way to travel to and from the airport from Sunderland. A typical journey from the airport to Sunderland takes 60 minutes. Sunderland has regular trains to London and other major cities in the UK. Travel times will vary depending on location.

Taxi

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

By bus – campus bus

The University operates a free campus bus available to staff and students. The Campus circular route stops at the Halls of Residences and Ashburne House as well as City and St. Peters Campuses. The Campus Express runs continuously throughout the day between City and St Peters Campuses. During vacation periods the Campus Express visits Ashburne House as the Campus Circular does not operate.

Students should arrive on the weekend before the arrival date, please check your CAS statement or confirmation of enrolment for further details. Please make sure your accommodation begins from the date you will arrive. You must also make sure that the University of Sunderland accommodation department is aware of when you will be arriving so that your room will be ready for you.

Once you have booked your flights, please email the following details to admissions@oncampus.global

- Flight number
- Flight arrival date
- Flight arrival time
- Airport you will be arriving at
- Airport transfer arrangement (how you will be going from the airport to your accommodation)
- Drop off location.

Accommodation

The University of Sunderland has a range of modern, purpose-built accommodation for students. First year undergraduate students starting in September and January. Postgraduate students are guaranteed a single study-bedroom in one of our five student accommodation centres. Each of the halls are made up of self-contained flats where each student has a separate study bedroom with shared kitchen and lounge facilities. En-suite rooms are also situated in the halls subject to availability.

We have reserved rooms in Clanny House for students studying with us. Please follow the accommodation application process to book your room.

A £300 Booking Fee is required to secure a room, (this is then taken off from the first rent payment) with the rest of the rent being paid in instalments. This will be deducted from your first rent payment. All the Halls have security staff on duty every evening, all weekend and bank holidays/university holidays.

[Click here](#) for more information on the in-room facilities available

All residence fees are fully inclusive and cover the cost of hot water, heating, lighting and internet (WiFi & Modem). There are no hidden costs. Basic possessions insurance is also included. The University provides a bedding pack to students who live with them for more than 19 weeks but do not provide towels. Cooking utensils (pans etc), crockery & cutlery are also not supplied but can be bought as a pack and collected on arrival. There are also many shops locally where these items can be purchased from.

Accommodation Application Process

Secure your place on the ONCAMPUS course by meeting all the conditions of your offer and paying your deposit and registration fee.

Once you have received your CAS you will be registered with the University and be assigned a Sunderland ID number.

This ID number will be sent to your personal email address with information about how to apply for your accommodation online. If you have not received this number please email livesinsunderland@oncampus.global to request it.

The booking process is completed online, [click here](#) to apply for University accommodation.

You will be asked to pay a deposit of £300 to secure your booking when you make the application online.

Accommodation Services will process your online application within 48 hours *subject to T&C's. Your contract offer will be sent to your personal email which, if you are happy, you need to accept online.

Note:

If you have not received a communication from Accommodation Services within 48 hours please send an email to livesinsunderland@oncampus.global, including your name and student application number. They will follow this up for you.

All payments for accommodation should be made directly to the accommodation provider, NOT to ONCAMPUS.

[Click here](#) to visit the **University of Sunderland online store**

Students with any queries can contact the accommodation office or the **ONCAMPUS Sunderland** office, who will be able to talk them through the procedure.

Private accommodation

Find out more at :

<http://www.sunderlandaccommodationservice.co.uk/home>

<http://www.fortisstudentliving.com/accommodation/sunderland>

ONCAMPUS Sunderland Main Office

Tel: +44 (0) 191 515 3916, +44 (0) 191 515 3912

Mobile: +44 (0) 7964 058 186

Email: liveinsunderland@oncampus.global

University of Sunderland accommodation office:

Tel: +44 (0) 191 515 2943, Email: residentialservices@sunderland.ac.uk



What to do when you arrive

- 1) **Travel to the address given to you by the University and speak to one of the security team in your accommodation hall's reception.** They are open 24 hours a day, 7 days a week. If you have not booked your accommodation yet please contact the Sunderland accommodation team at: residentialservices@sunderland.ac.uk or call +44 (0)191 515 2943
- 2) You will need to arrive for your enrolment at **ONCAMPUS** Sunderland at 10:00am on the first day of term.
- 3) Make your way to the main office on the ground floor where you will be greeted by our staff.
- 4) Please make sure you don't forget to bring the following with you:
 - ◆ **passport and visa**
 - ◆ **original academic documents**
 - ◆ **original IELTS certificate (UKVI Certified)**
 - ◆ **sponsorship letter (if applicable)**

If you do not bring these documents to enrolment then we cannot register you!

Finance

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

Payment Deadlines* for your course:

- £3,300 before the start of first term
- £3,300 before the start of second term
- £1,000 before the start of third term (£3,300 minus £2,300 deposit)

*this is a guide only, your full payment plan is available on request, please contact the centre for further details.

This can be paid via the following methods:

a. International Bank Transfer



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

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

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

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

We do not accept American Express. A 2% fee is charged for payment by credit card and this is added to the payment taken for tuition fees.

The following information is required:

- Card number
- Expiry date
- 3 digit security code (from the signature strip on the back of the card).
- Full address that the card being used to pay is registered to, including ZIP code may be needed if payment is taken over the phone in centre.

To make a payment using this method, please call our Finance team on +44 (0)1223 347708.

c. Direct transfer of funds

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

An additional GBP £12 must be transferred with the fees to cover bank charges.

Important: A payment reference must be provided so that the College can identify funds on safe arrival into our account. This must be the student reference number as stated on your offer letter. You can also use your Student Reference number if you have been provided with this. These references mean that we can then allocate the funds against your invoice accordingly. Failure to include a reference may mean we have to contact you again to establish proof of payment.

Term dates

Academic year 2016/17

Undergraduate Foundation Programme

26 September 2016 - 16 June 2017

09 January 2017 - 18 August 2017

International Year One Programme

26 September 2016 - 16 June 2017

26 September 2017- 18 August 2017

09 January 2016 - 18 August 2017

Master's Foundation Programme

26 September 2016 - 16 June 2017

26 September 2016 - 16 December 2016

09 January 2017 - 18 August 2017

09 January 2017 - 16 June 2017

27 March 2017 - 18 August 2017

12 June 2017 - 18 August 2016

English Language Preparation Programme

26 September 2016 - 16 December 2016

Late arrival: Please inform us of your arrival plans and flight details as soon as you have them. If you think you will arrive late you must tell us as soon as possible, as we may need to inform the UKVI.

Please send all this information to admissions@oncampus.global or call +44 (0)1223 345698.



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

Sample timetable

Induction Week

The timetable below is a sample timetable to give you a better idea about how your week will be organised. Before you arrive, it is good for you to understand more about the programme you will follow. This information can be found on our website <http://www.oncampus.global>

Click on the programme you are coming to study and you will find more information about what you will study.

Monday	Tuesday	Wednesday	Thursday	Friday
<p><i>Arrival from 10:00 onwards— Refreshments on arrival</i></p> <p>11.30 – 12.30 <i>(Seminar Room 5, Ground Floor)</i></p> <p>Entry Induction Talk - Group 1</p>	<p>09.30 – 10.30 <i>(Seminar Room 5, Ground Floor)</i></p> <p>Exit Induction Talk – Group 1</p> <p>11.30 – 12.30 <i>(Seminar Room 5, Ground Floor)</i></p> <p>Entry Induction talk – Group 2</p>	<p>09.30 – 10.30 <i>(Seminar Room 5, Ground Floor)</i></p> <p>Exit Induction Talk – Group 2</p> <p>11.30 – 12.30 <i>(Seminar Room 5, Ground Floor)</i></p> <p>Entry Induction talk – Group 3</p>	<p>09.30 – 10.30 <i>(Seminar Room 5, Ground Floor)</i></p> <p>Exit Induction Talk – Group 3</p> <p>11.30 – 12.30 <i>(Seminar Room 5, Ground Floor)</i></p> <p>Entry Induction talk – Group 4</p>	<p>09.30 – 10.30 <i>(Seminar Room 5, Ground Floor)</i></p> <p>Exit Induction Talk – Group 4</p> <p>11.30 – 12.30 <i>(Seminar Room 5, Ground Floor)</i></p> <p>Entry Induction talk – Group 5</p>
<p>13.00 – 14.00 <i>(Sunderland City)</i></p> <p>Campus & City Tour</p>	<p>13.00 – 14.00 <i>(Sunderland City)</i></p> <p>Campus & City Tour</p>	<p>13.00 – 14.00 <i>(Sunderland City)</i></p> <p>Campus & City Tour</p>	<p>13.00 – 14.00 <i>(Sunderland City)</i></p> <p>Campus & City Tour</p>	<p>13.00 – 14.00 <i>(Sunderland City)</i></p> <p>Campus & City Tour</p>
<p>14.30 – Onwards <i>(Breakout area 1st Floor)</i></p> <p>Teambuilding Games</p>	<p>14.30 - Onwards <i>(Centre for Life, Newcastle)</i></p> <p>Ice Skating / Centre For Life / Shopping or Tour of Newcastle</p>	<p>14.30 - Onwards <i>(St. Peters Campus)</i></p> <p>National Glass Centre Trip & Tour of St.Peters Campus</p>	<p>14.00 – Onwards <i>(Seminar Room 12, 1st Floor)</i></p> <p>Film Club</p>	<p>15.00 – Onwards <i>(Murray Library, Lecture Theatre)</i></p> <p>Centre Head Talk</p> <p>Talk about Student's Union and Library</p> <p>Brief Question and Answer Session</p>

Sample timetable

Academic

The timetable above is a sample to show you an idea of how your week will be organised. **Your timetable will depend on which programme you have chosen to study.**

Before you arrive, it is good for you to understand more about the programme you will follow. This information can be found on our website www.oncampus.global

Click on the programme you are coming to study and you will find more information about what you will study.

	Monday	Tuesday	Wednesday	Thursday	Friday
09:30-12:30		Computing <i>(Seminar Room 2, Ground Floor, Johnson Building)</i>	English <i>(Seminar Room 10, 1st Floor, Johnson Building)</i>	Pure Maths <i>(Seminar Room 8, 1st Floor, Johnson Building)</i>	Pure Maths <i>(Seminar Room 11, 1st Floor, Johnson Building)</i>
	Tutorial <i>(Seminar Room 8, 1st Floor, Johnson Building)</i> Tutors Name				
12:30-13:30	Lunch	Lunch	Lunch	Lunch	Lunch
13:30-16:30	English <i>(Seminar Room 10, 1st Floor, Johnson Building)</i>	Physics <i>(Seminar Room 3, Ground Floor, Johnson Building)</i>	Physics <i>(Seminar Room 3, Ground Floor, Johnson Building)</i>	Computing <i>(Seminar Room 2, Ground Floor, Johnson Building)</i>	English <i>(Seminar Room 5, Ground Floor, Johnson Building)</i>

What to bring with you

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

- **Confirmation of acceptance for studies (CAS) letter**
- **Passport with valid Visa Entry Sticker**
- **Biometric Residence Permit (BRP Card if you have it before arriving)**
- **Proof of payment OR sponsorship letter**
- **Originals of the documents you used to support your application (for example, high school certificate, AS-level results, IELTS certificate, first degree certificates and other qualifications).**

Important:

- You will need to show your **ONCAMPUS** enrolment documents to the immigration officer on arrival so make sure you bring this in your hand luggage.
- If you do not bring these documents with you. You will not be allowed to enrol.

Money

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

Clothing and other items

You should have enough warm clothing for your flight and subsequent journey. Several layers of lightweight clothes are better than a single shirt or dress. It is probably cheaper and easier to buy warm winter clothing in the UK, rather than in your home country. It is worth bringing items of your national dress to wear at social events, and photographs of family and home may be of interest to new friends who would like to learn about other cultures. It is useful to bring some passport-sized photographs of yourself.

Luggage

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

Preparations for your course

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

Climate

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

Term	Average temp (max °C)	Average temp (min °C)	Average temp (max °F)	Average temp (min °F)	Total rainfall (mm)	Total rainfall (inches)
Mar to May (Spring)	14	3	57	37	199	8
Jun to Aug (Summer)	19	10	66	50	194	8
Sept to Nov (Autumn/Fall)	17	4	63	39	274	11
Dec to Feb (Winter)	7	2	45	36	305	12

Checklist

Preparing to come to

Sunderland

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

*Documents including:

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

Before you leave

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



When you arrive in Sunderland

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

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

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

Download our new
pre-arrival **APP** - designed to
support you before
your arrival



Android: <https://play.google.com/store/apps/details?id=ceg.prearrival.oncampussunderland>
 iOS: <https://itunes.apple.com/gb/app/oncampus-sunderland-pre-arrival/id1051957810?mt=8>

ONCAMPUS Main Office

The Main Office is where your course is managed.

This is where you will go upon your arrival in Sunderland get information/documentation and other general enquiries. Our office is open Monday to Friday from 9:00am to 5:00pm

Location

ONCAMPUS Sunderland
University of Sunderland
Johnson Building
City Campus
Chester Road
Sunderland
SR1 3SD



Telephone: +44 (0) 191 515 3912

Emergency telephone: +44 (0)796 4058 186

Email: sunderland@oncampus.global

Skype: [sunderland.oncampus](https://www.skype.com/en/contacts/sunderland.oncampus)

Web: www.oncampus.global



**University of
Sunderland**



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