



Guide for International Students 2010

Welcome to your Induction Programme!

We understand that arriving in a new place can be a daunting prospect. Even if the UK itself is not a completely new experience to you, we recognise that coming to study here will be a challenging and exciting experience for you. At Cardiff, we take great care to ensure your smooth arrival and help you to settle in to your new way of life in the University and local community.

Wednesday 22 and Thursday 23 September Free Coach Collection Service from Heathrow

Make your arrival to the UK as easy as possible by making use of the FREE coach collection service from Heathrow Airport. Coaches are scheduled to pick up from Heathrow 0800 - 1500 on both days.

Free Pick-up from Cardiff Airport

There is also a free mini-bus and taxi service for international students from Cardiff Airport on both days from 1000 – 1700.

If you want to use the Coach Collection Service make sure your flight arrives before 15.00 on Wednesday 22 or Thursday 23 September. Please let us know your arrival time and date by completing the coach collection form online. Please let us know your arrival time and date by completing the coach collection form online at: www.cardiff.ac.uk/international/arrive

Make your stay at Cardiff rewarding and enjoyable: come and join us in all the induction events arranged for when you first arrive in Cardiff from **Friday 24 September – Sunday 3 October**.

For more details about the dates and times of these events, please see

www.cardiff.ac.uk/international/arrive

Bank Letter Service

Bank letters and proof of enrolment letters can be obtained from the Students' Union. Staff will also be on hand to provide you with information on how to open your bank account.

Police Registration

Students coming from certain countries need to register with the police within 7 days of their arrival in the UK. You will be able to make appointments and register with the police at the International Office Tuesday 28 September – Friday 1 October.

International Student Information Fair

This fair will give you an opportunity to gain further advice and information about the University and the City of Cardiff. Staff will be on hand to answer any questions you may have. You'll also be able to buy tickets at the fair for all the other induction events, the party and coach trip in and around Cardiff. The fair takes place in the Great Hall on Friday 24 September.

Parents welcome talk

The Director, Sandra Elliott and Senior International Officer, Rhys Evans will be welcoming parents of students to Cardiff and answering any questions they may have.

Walking Campus Tours

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

International Students' Party

We will be starting the evening with a Twmpath! Come and experience a traditional Welsh folk dancing evening in a friendly atmosphere. There will be live music from the band Cats Claw. Straight after the Twmpath we're having a disco. Both events are taking place in the Great Hall, Students' Union on Friday 24 September.

Welcome and Information Sessions

Find out what to expect now you've arrived in Cardiff: where to get support, help and immigration advice; how to combine part-time work with studying; how to get work experience and visit different parts of the UK through the Host programme. Talks are taking place in the Julian Hodge Lecture Theatre, Saturday 25 September.

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

Enjoy a guided bus tour of the beautiful city throughout the day for the reduced price of £5 on Sunday 26 September.

National Companies Fair

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

Quiz Night

Come to CF10 in the Students' Union and test your general knowledge of the UK. Great prizes on offer for the winners!

Societies Fair

Come and meet people from all the societies and join any that interest you in the Great Hall, Students' Union. Look at the types of societies you could get involved in at:

www.cardiffstudents.com/activities/societies

Sports Fair

Meet some of the sports clubs and join any that interest you in the Great Hall, Students' Union. For more information about sports clubs see:

www.cardiffstudents.com/activities/sport

Coach trip in and around Cardiff

Be a tourist for the day! Discover 2 of Wales' superb historical sights. The tour costs £10, which covers lunch and admission to 2 historical attractions just outside Cardiff.

For more information about all the induction events see:

www.cardiff.ac.uk/international/arrive



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Hello and Welcome

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

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

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

We look forward to meeting you!
Cardiff University International Office



Before you leave home



- ▶ Find out if you need a student visa p2
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To study at Cardiff University you will have to make an immigration application to the UK immigration authorities in your home country for permission to come to the UK as a “student”. You should wait until you have obtained your visa **before** you book any non-refundable travel tickets.

Who can help me apply for my student visa?

Find out if there is an Education Advisor or Agent in your country who will be able to help you apply for your student visa. See:

www.cardiff.ac.uk/international/arrive

Please note that there may be a charge for this service.

If there is not an Education Advisor or Agent who can help, you need to find out about the visa application process in your country. Contact the British Embassy/High Commission/Consulate closest to where you live to find out if they process visa applications (not all of them do). There is a list of all the posts on the UK visa's website: www.ukvisas.gov.uk click on “how to apply” and then “visa application centres overseas”

Look on their website to find answers to the following questions:

- ▶ Where do I submit my application?
- ▶ Can I start by completing the application form online?
- ▶ Will you expect me to attend an interview? If so, how long will I have to wait for an interview?

- ▶ Will you expect me to have a tuberculosis test?
- ▶ How long will it take you to process my application?
- ▶ Will you allow me to send the application form even though I have not yet received my English language test results, or my A level results?

UK immigration rules

To apply for a general student visa you must meet all of the following conditions:

1. You must have been accepted for a course of study at Cardiff University.
2. You must have your original transcripts or certificates of qualifications including your English language certificates showing that you have satisfied the entry requirements for your course at Cardiff University.
3. You must have the email from Cardiff University containing your confirmation of acceptance for studies certificate. This is not a paper certificate, but a unique reference number given to you by Cardiff University so you can apply for your student visa.
4. If you are coming to the UK for 9 months or more, (all undergraduate and postgraduate students) you must show that you have sufficient funds for your 1st year's tuition fees and living expenses of £5,400.



Immigration

If you are coming for less than 9 months, you will need to show that you have £600 per month plus your tuition fees.

Students who bring any dependants to the UK will also need to show they have £400 per month for each dependant that they bring with them, (for up to a maximum of 9 months).

5. You must be able and intend to follow a full-time degree course, or a weekday full-time course involving at least 15 hours per week of organised, daytime study.
6. If you are coming to Cardiff to study a postgraduate course and will be studying one of the areas listed by the Academic Technology Approval Scheme (ATAS), you must have an ATAS clearance certificate. This is a certificate issued by the UK Foreign and Commonwealth Office which gives you security clearance to study certain subject areas, where the knowledge gained may have application in the development of weapons of mass destruction (for example, certain subjects in the fields of science, mathematics, engineering, technology or medicine). The system of applying for an ATAS clearance certificate and which types of study and subject areas are affected is explained on the Foreign and Commonwealth Office website at: www.fco.gov.uk/atas

If your course requires an ATAS clearance certificate, you will have to apply for, and be issued with, an ATAS clearance certificate **before** you make your student visa application.

Keep up to date with changes to the immigration rules

The UK government frequently change the immigration rules for entry into the UK, so we recommend that you check the following websites for up-to-date immigration advice: www.ukba.homeoffice.gov.uk/studyingintheuk/quickguideforstudent/adultstudents/

What visa should I apply for?

Most international students need to apply for a general student visa. If you are 16 or 17 years old you must apply for a general student visa and not a “child student visa”. Under the general student visa you will receive a visa for the full length of your course and also be allowed to extend your visa, (this may not be the case if you apply under the child student visa).

If you are coming to study for a maximum of 6 months you may hear that you can come to the UK on a “student visitor” instead of a “general student visa”. If you choose to come as a “student visitor”, you will be much more restricted than if you come on a general student visa.

You will not be allowed to do any work (even if it is part of a course) and you cannot extend your stay in the UK.

For these reasons, it is not usually appropriate to come to the UK as a “student visitor” and so **we recommend that you apply for a student visa.**

The exceptions to this are:

1. Students studying on distance learning courses who need to come to Cardiff University for an examination or to attend a short course of less than 6 months and do not want to work in the UK.
2. Study Abroad Students studying for less than 6 months, (September - January or January - June) who will definitely be returning home after their course finishes and do not want to work in the UK.

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

www.ukvisas.gov.uk/en/howtoapply/infs/inf2visitors
www.cardiff.ac.uk/international/arrive

When can I apply for my student visa?

You can apply for your visa up to 3 months before the start date of your course. You must use your confirmation of acceptance for study (CAS) certificate issued to you by Cardiff University within 6 months of being issued. In other words, your CAS must not be more than 6 months old when you apply for your student visa. If you use it after this date, your application will be refused.

How do I apply for my student visa?

If your course leads to a postgraduate qualification that requires an ATAS clearance certificate, apply for one before you apply for your student visa. For more information see: www.fco.gov.uk/en/about-us/what-we-do/services-we-deliver/atas/

Download and complete the student visa application form VAF9A at: www.ukvisas.gov.uk/resources/en/docs/1903073/vaf9



Before you leave home



You must also download and complete PBS Appendix 8 (General) Student.

Download and read the UK Border Agency leaflet INF29 for students at:

www.ukvisas.gov.uk/en/howtoapply/infs/inf29pbstudent

You will also find useful guidance notes on how to complete the VAF9A form at:

www.ukvisas.gov.uk/resources/en/docs/1903073/vaf9guide

Supporting documents for your student visa application

All the documents that you need to provide must be the originals, in English and on the official letter-headed paper of the organisation.

You must send your original transcripts/exam certificates/references showing that you have satisfied the entry requirements for your course at Cardiff University with your student visa application. These must be exactly the same as the certificates/transcripts/ references which the University used to make you an unconditional offer for your course. These documents will be listed in the email sent to you from the University which also contains your certificate of acceptance for studies (CAS) unique number.

If any of the documents you are submitting are not in English, the original must be included with a fully certified translation by a professional translator. This includes any references, qualifications, transcripts and bank statements or letters. This translation must contain confirmation by the translator that it is an accurate translation of the original document, the date of the translation, the translator's full name and signature, and the translator's contact

details. For more details on how to find a translator click on "how to apply for your student visa" at: www.cardiff.ac.uk/international/arrive

Other documents required

Valid passport

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

Photograph

1 passport sized colour photograph. This must not be more than 6 months old.

Tuberculosis certificate

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

www.ukvisas.gov.uk/en/owtoapply/tbscreening

Student visa application fee

You have to pay a fee which will be the equivalent of £199 for each person included in the VAF9 form.

Biometric Information

You will be required to attend the British Embassy or visa application centre to give your finger prints and have your photograph taken as part of the student visa application.

Your Finances

How much money do I need?

You need to show that you have enough money:

1. For your tuition fees for your first period of study
- and
2. To support yourself so that you do not face financial difficulties whilst studying in the UK. See table at the top of p5.

The amount you need to show for your course fees will be given in your confirmation of acceptance for studies (CAS) email sent to you from Cardiff University.

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

Yes in certain circumstances. If you were studying in the UK in the last 4 months before applying for your student visa, the course was 6 months or more, and you wish to apply for a student visa for another course, you can show a reduced amount of money in your student visa application. See the 2nd table on this page.

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

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

- ▶ Whatever you have paid towards course fees; and
- ▶ Anything you have paid towards your future Cardiff University residences fees.

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

If you pay all or some of your tuition fees to Cardiff University Finance Office before we send you the email containing your Confirmation of Acceptance for Studies number (CAS), then the amount you have paid for your tuition fees will be notified directly to the UK Borders Agency and recorded in this CAS email.

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

Where do I obtain a receipt after I have paid my fees?

To obtain your tuition fee receipt contact the Finance Office and to obtain a receipt for University residences fees contact the Residences Division:

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

To contact the Residences Finance Office:
Email: Resi-finance@cardiff.ac.uk

Tel: +44 (0) 29 20875239 or 4622
Fax: +44 (0) 29 2087 6367

You must quote your Student Number whenever you contact the University.

Length of course	Money needed
9 months or less	Course fees plus £600 for each calendar month of the course* For example: Pre-sessional English language courses starting June - August
9 months or more	Course fees for 1 year only plus £5,400 For example: Undergraduate and Postgraduate courses

*Part months are "rounded up" to the next month (for example, if your course lasts 1 month and 5 days, it is treated as longer than 1 calendar month).

Length of course were studying	Length of course you will be studying	Money needed
6 months or more	9 months or less	Course fees plus £1,200 (or £600 if the course is 1 calendar month* long, or less)
6 months or more	9 months or more	Tuition fees for the next year of study plus £1,200

*Part months are "rounded up" to the next month (for example, if your course lasts 1 month and 2 days, it is treated as longer than 1 calendar month).

However, please note that if you are coming to Cardiff University on a Pre-Sessional English Language Course this Summer, you need to have enough money in your bank account to cover your 1st year's tuition fees for your Undergraduate or Postgraduate degree course and living expenses of £5,400 to show the immigration authorities.

Can I make any deductions if I am receiving money from an Official Financial Sponsor?

Yes, you can deduct the sum they promise to provide you from the amount of money you need, but only if your financial sponsor is one of the following:

- ▶ Any government, for example, UK government or your government in your home country
- ▶ The British Council
- ▶ An international Organisation
- ▶ A company
- ▶ A University

You must provide a letter from your official financial sponsor on official letter-headed paper with an office stamp of that organisation on it.

The letter must show:

- ▶ Your name
- ▶ The name and contact details of the official financial sponsor



Before you leave home



You do this by providing:

- Your original birth certificate, showing the name of your parents
- Certificate of adoption showing your name
- Original court documents stating the name of your legal guardian

The bank statement must show:

Your name, or your parents/legal guardians name

- The account number
- The date of the statement
- The financial institutions name and logo
- The amount of money available.

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

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

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

When will my student visa start?

If your student visa is for a course of 6 months or more, (Undergraduate or Postgraduate Courses) or for a Pre-sessional English language course of less than 6 months, your visa will start a month before the course.

If it is for a course of less than 6 months, which is not a pre-sessional English Language Course, your visa will start 7 days before the course

The start date of the course will be stated in the email you receive from Cardiff University containing your confirmation of acceptance for studies (CAS) unique number.



- The date of the letter
- The length of the sponsorship

The amount of money the sponsor is giving you, or a statement that they will cover all of your tuition fees and living costs.

Please make sure that the letter complies with all of the above instructions. If you do not provide the evidence listed above, you will not qualify for the deductions.

How long must the money have been in my account?

You need to provide a personal bank statement covering a 28 day period. The money will have to have been in the account for a minimum period of 28 days. During the 28 days leading up to the date the bank statement is generated, your balance must not have dropped below the right amount. If it has dropped below the right amount even for just 1 day, you do not meet the financial requirements and your student visa will be rejected.

What evidence do I need from the bank or financial institution?

You need to provide a personal bank statement covering a 28 day period. The bank statement must not be more than 1 month old at the time you submit it with your student visa application. If you are being sponsored by a friend, it must be a joint bank account and on the bank statement you must be named on the account. If your parents or legal guardians are providing your tuition fees and living costs, you must first prove that they are your parents or legal guardians.



How long will my visa last?

All students will get the duration of their course – it doesn't matter how long your course is.

Undergraduate and Postgraduate students will be given a student visa for the duration of your course, plus 4 months. International Foundation Programme students will be given the duration of your course, plus 2 months. Students coming to study on the Pre-sessional English Language course will be given the duration of the course, plus 1 month.

Travelling to Cardiff with your parents or other family members

If your parents, brother or sister or any other family member will be accompanying you to Cardiff for a few days to help you settle into your new life, they will need to obtain a visitor visa.

The immigration rules also state that visitors to the UK must:

- Have adequate funds to pay for their accommodation, living expenses and return journey, without working or seeking access to public funds
- Not intend to stay in the UK for longer than six months

Unfortunately, the University cannot supply a letter supporting your visitors' visa application. However, there is nothing in the immigration rules which state that such a letter is required and a visa cannot be refused on the basis that such a letter has not been provided.

Before making their visa application your visitor should contact their nearest British Embassy or High Commission to ask for an application form and a checklist of documents. Alternatively application forms can be downloaded from: www.ukvisas.gov.uk/en

Health requirements

What are the medical requirements to enter the UK?

Chest X-ray

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

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

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

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

These precautions are necessary to ensure that you are properly protected from potentially serious illness. We strongly advise you to check with your doctor before leaving for Cardiff to confirm that these immunisations are up-to-date.

If you have any queries about the vaccinations you require, please contact the University Health Centre.

Email: health@cardiff.ac.uk
www.cardiff.ac.uk/osheu/healthcentre

A Doctor's Report

If you are having any medical treatment or you have had any serious illness in the past, please bring a doctor's report with you in English. The report should give details of the illness, any medicines you are still taking and any future treatment needed.



Before you leave home



Semester Dates 2010 – 2011 for Undergraduate Courses*

Induction Programme

Wednesday 22 September –
Sunday 3 October 2010

Semester 1 (Autumn Term)

Monday 4 October 2010 –
Friday 28 January 2011

Christmas Holidays

Monday 20 December 2010 –
Sunday 2 January 2011

Semester 1 (exam period)

Monday 17 January –
Friday 28 January 2011

Semester 2 (Spring Term)

Monday 31 January –
Friday 17 June 2011

Easter Holidays

Monday 18 April –
Sunday 8 June 2011

Semester 2 (exam period)

Monday 16 May –
Friday 17 June 2011

*The academic year dates for postgraduate students and anyone studying a health related subject can vary according to the course you are studying. Your academic department will send you the academic year dates.

Do I need medical insurance?

If you are coming to the UK for more than 6 months then you are entitled to free health care in the UK. For more information see p33.

If you are not entitled to free NHS treatment, you should make sure you have adequate medical insurance to cover medical costs if you fall ill and also to cover additional possible costs resulting from illness. These can be substantial and include:

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

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

If you already have medical insurance in your home country, check whether you can extend it to cover your stay in the UK, as well as looking

at options available from UK insurers. Endsleigh insurance in association with UKCOSA has produced a special health insurance policy for international students, which also covers refund of tuition fees in the event of illness and damage to your possessions when travelling to and from your home country to Cardiff. For more information see: www.endsleigh.co.uk

Further immigration advice before you travel to the UK

The International Office

The International Office is the main point of contact for all your enquiries before you start your course at Cardiff. If you have any queries please contact the International Office.

Tel: +44 (0)29 2087 4432

Email: international@cardiff.ac.uk

www.cardiff.ac.uk/international

Whenever possible we will endeavour to answer letters, faxes and emails within 48 hours of receipt. You can also telephone us during office hours (0900 - 1700 UK time) should you wish to speak to a member of the International Office staff.

Exhibitions and visits to your country

International Office staff travel widely during the course of the year to attend British Council education exhibitions and also on private visits to schools, colleges and universities with which the Division is in contact. Whenever possible, you will be contacted in advance if the International Office is scheduled to be visiting your home town/region so that you have the opportunity of direct contact with a member of staff to discuss your plans for studying at Cardiff.

A schedule of the International Office's international travel may be obtained from our website:

www.cardiff.ac.uk/international

Or you can contact us for details at email: international@cardiff.ac.uk

UKCISA

We recommend you refer to the UK Council for International Student Affairs' website for further help about how to obtain a student visa www.ukcisa.org.uk/student/immigration.php

There is also information on sources of funding for international students, see:

www.ukcisa.org.uk/student/source_funding.php

Accommodation

Accommodation

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

Is University accommodation guaranteed?

Yes, most undergraduate and postgraduate students are guaranteed accommodation in University residences.

As a **postgraduate student**, you are guaranteed a single place in University residences, providing you apply online and make a £200 pre-payment by 10 September 2010. This £200 is non refundable and will be deducted from your 1st instalment of residences fees.

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

How do I apply for University accommodation?

After you have received your offer to study at Cardiff University, you will receive an email telling you how to apply online for your University accommodation. In this email you will be given your 7 digit student number. This number will often start with "10xxxx" e.g.1012345. Use your student number to apply online for your University residence. Go to: www.cardiff.ac.uk/residence

If you have not yet received information about how to apply for your University residence online, please contact the International Office as soon as possible:

Tel: +44 (0) 29 2087 4432

Email: international@cardiff.ac.uk

Special requirements

If you have any special accommodation requirements, disability or medical condition which you would like taken into account in the allocation of your residence, please note this on your online application and we will try to meet your needs when allocating your residence.

When will I be allocated University accommodation?

You will not be allocated your University residence until you have both firmly accepted your place to study at Cardiff and met the conditions, if any, of your offer to study. If you



are a postgraduate student, you must also have paid your £200 pre-payment to the Residences Division by 10 September. University accommodation will be allocated at the end of August and throughout September.

How much will University accommodation cost?

Your residence's fees will vary depending on the type of residence, whether it is catered, part-catered or self-catered. For details of the cost of University residences see:

www.cardiff.ac.uk/residences and click on Undergraduate or Postgraduate and then select "Summary of Fees" in "Related Resources".

When do I need to pay for my University accommodation?

You can pay your residence's fees in full either in advance or on arrival. Alternatively, you can wait until you get to Cardiff, set up a UK bank account and then arrange to pay your residence's fees by direct debit. For more information about opening a UK bank account see page 28. Further details of local banks will be included in your Offer of Residence, and in your arrival pack if you make use of the free coach collection service on 22 and 23 September.

Payment by Direct Debit

The provisional payment dates for residence's fees for session 20/2011 are:
Wednesday 27 October 2010
Wednesday 26 January 2011
Wednesday 27 April 2011

Standard Residential Period for self-catered accommodation

Wednesday 22 September 2010 – Monday 20 June 2011, including all vacations.

Intermediate Residential Period (Talybont Court)

Wednesday 22 September 2010 – Friday 1 July 2011, including all vacations.

Full-year Residential Period

Wednesday 22 September 2010 – Friday 11 September 2011, including all vacations.

Non-Standard Residential

These periods generally apply to students studying at the Heath Park Campus according to academic semester dates, actual dates will be confirmed in your Offer of Residence.

Before you leave home



genders and from all around the world, although you can express a preference for a male or female-only flat within our mixed residences.

Further information about the accommodation available at Cardiff University can be found at www.cardiff.ac.uk/residences

Will I have my own room?

Yes, if you apply for undergraduate or postgraduate University residences you will have your own room. University residences are often large buildings occupied by many students, such as Talybont and Senghennydd residences. Around 70% of University study bedrooms have a private bathroom (called en-suite). Other rooms have shared washing facilities (usually shared between 4 – 8 people). You will also have to share a kitchen with the other people in your flat or house. This means that you have a good opportunity to cook together and get to know your flatmates well!

Will I have access to the internet in my room?

Yes, all study bedrooms (excluding those in University Student Houses or Flats) are equipped with network connection points. These provide you with the fast connections to many of the same applications you can use from the University Network on campus, including email and internet. A network cable and instructions on how to connect to the University network will be in your room on your arrival. The cost of all this is included in your residence's fees.

You can check that your computer is compatible with the RESLAN network before you leave home by looking at the check list at: www.cf.ac.uk/insrv/it/network/reslan/reslan_checklist.pdf

You will need to have the correct power leads for your computer to use in the UK. You will need to ensure that you have a power adapter that is British Standard (BS 1363) compliant.

For further information about using your computer in Cardiff see: www.cardiff.ac.uk/insrv/reslan

Will I have a telephone in my room?

No. Most students have mobile phones and find it a convenient way to keep in contact with friends and family. See p24 for more information on buying a mobile phone.



In order to keep residences fees as low as possible, the University requires students to pay such fees promptly. Late payment will mean that you will lose your entitlement to pay the fees at the rate quoted in the fees information (included in your Offer of Residence) and incur an initial 5% charge. If the payment remains outstanding after 15 days, you will incur a further 5% charge on the balance outstanding.

For further information about University residences see: www.cardiff.ac.uk/residences

What type of University accommodation is available?

Self-catered Residences

The majority of University residences are self-catered. These have shared kitchens for you to cook your own food. You will share this kitchen with the other students in your flat; usually between 4 and 8 other people. Cooking and sharing meals with your new flatmates is a good way of making friends. All residences are close to shops where you can buy food.

Catered Accommodation (female only)

Aberdare Hall provides catered accommodation during term time. Breakfast and evening meals are provided Monday to Friday, breakfast is provided at the weekend. The catered option means you don't have to shop and cook all your own food and by eating together you can get to know a wide circle of friends.

Mixed Residences

All of our residences, like most other UK universities, are mixed. The only exception to this is Aberdare Hall, which is for female students only. Our mixed residences cater for students who share with students of both



Accommodation

What is provided in University accommodation?

All rooms have

Bed with mattress and pillow
Desk and chair
Bookshelf
Wardrobe
Waste paper bin

All halls have

Ironing board
Dustpan and brush
Kitchen bin
Mop and bucket
Microwave
Notice-board
Blinds/curtains

Things you'll need in your University Residence

You will need to provide your own towels, personal crockery, cutlery and saucepans and other cooking utensils. You can buy all of this cheaply in Cardiff, for example, at Cardiff Market in the city centre or at Tesco supermarket near the Talybont Residences. So do not bring this with you because your suitcase will be too heavy to carry!

Will I need to bring my own bedding?

No, do not bring bedding. You can buy a bedding pack from the Residences Office before you arrive. This contains the following:

Duvet and duvet cover
Single sheet
Single sheet

Hand and bath towel

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

More information will be provided in the Arrivals Guide you will receive when you arrive in Cardiff. Or see the "frequently asked questions on arrival information" at:

www.cardiff.ac.uk/residences

When can I move into my University accommodation?

You can move into your room anytime from Wednesday 22 September until Sunday 26 September. If you can't use the free coach collection service and arrive between Friday 24 September – Sunday 26 September then you need to time your arrival when the Residences Office is open so you can pick up your keys.

The Residence Office will be open 09.00 – 17.00 during weekdays and 9.00 – 16.00 at the weekend.

Don't forget to register for the FREE Coach Collection Service

We recommend that you use Cardiff University's free coach collection service operating from Heathrow and Cardiff Airports on Wednesday 22 and Thursday 23 September 2010. We take great care to ensure your smooth arrival by taking you from the airport to Cardiff University by coach. You and your luggage will then be transferred onto your accommodation by minibus.

For more information about this free service see: www.cardiff.ac.uk/international/arrive

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

If you use the coach collection service on Wednesday 22 and Thursday 23 September, you will be taken to your University Residence and a member of staff will be on-hand to give you your keys. www.cardiff.ac.uk/international/arrive

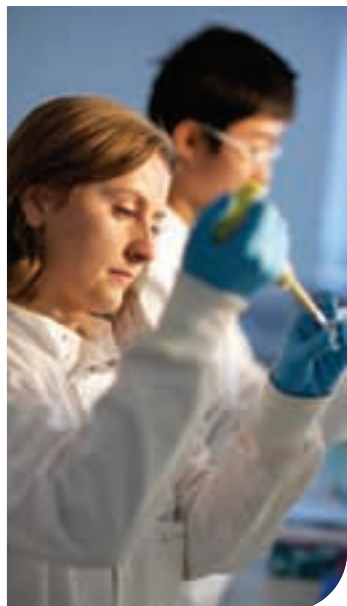
What if I arrive early, before Wednesday 22 September?

Your allocated room will not be available before Wednesday 22 September, so if you intend to arrive in Cardiff before this date you will need to make your own arrangements for temporary accommodation until the start of the residential period. The Residences Office will be able to advise you of temporary accommodation in Cardiff.

Please be aware that if you arrive on a Saturday or Sunday the International Office will not be open.



Before you leave home



What if I arrive late, after Sunday 26 September?

All keys for University residences must be collected by 16.00 on Sunday 26 September, otherwise your allocated room will be given to someone else. Please contact the Residences Office if you think you are going to be late:
Email: residences@cardiff.ac.uk

Please see the arrivals information to check if your room can be reserved for you:
www.cardiff.ac.uk/residences

How long can I stay in University accommodation?

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

Tel: +44 (0)29 2087 4849
Email: residences@cardiff.ac.uk

Where can I find temporary accommodation in Cardiff?

If you have applied for University accommodation, but have not been made an offer of residence before you arrive in Cardiff, you need to contact the Residences Office:

Tel: +44 (0) 29 2087 4849
Email: residences@cardiff.ac.uk

You will be given temporary hotel accommodation (during a limited period in September/October) for which a nominal fee will be charged (currently £15 a night). Residences Office staff will be available at the hotel each morning to advise you about the vacancies that are available within University residences.

Hotels and Bed & Breakfast accommodation in Cardiff

If you are planning to spend some time in Cardiff prior to the start of term you could think about taking a room in a Hotel or Bed & Breakfast. Bed & Breakfasts charge around £30 - £40 per night, and hotels charge between £50 and £105 per night. Both types of accommodation can be found near the campus and the central city area.

You can find further information on accommodation in Cardiff from the Cardiff Visitor Centre which provides an accommodation booking service. Telephone with your credit card details:
Tel: +44 (0)29 2087 3573
Email: visitor@cardiff.gov.uk
www.visitcardiff.com

Accommodation

Private accommodation in Cardiff

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

Where can I find private accommodation in Cardiff?

We recommend that you come to Cardiff 2 weeks before the start of your course to look for suitable private accommodation, as it is very difficult to find a room/house/flat if you are not in Cardiff. The Residences Office has up-to-date lists of self-catering rooms, bedsits, flats and houses for rent. See:

www.cardiff.ac.uk/resid/privatesector

You will need your Cardiff University username and password to obtain the online private accommodation lists.

Cardiff Student Letting Agency

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

How much does private accommodation cost in Cardiff?

The cost of private accommodation will vary depending on the location, the size and quality of the flat or house, whether or not bills are included in the cost of rent. As a minimum you should expect to pay between £250 - £300 per month excluding your bills of water, gas, electricity and insurance bills.

Additional expenses you should allow for in private accommodation

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

- ▶ a bond (this is normally equivalent to one month's rent and will be returned to you after you leave the property providing that no damage has been done);
- ▶ Water;
- ▶ Electricity;
- ▶ Gas;
- ▶ Telephone rental
- ▶ Insurance
- ▶ Half rent during vacations,

For more information about the cost of private accommodation please see p18.



Before you leave home



Housing Advice

If you are thinking of renting private sector accommodation, you can obtain information on the typical costs of renting in Cardiff and gain useful tips on what to look out for when looking for private accommodation from the Student Support Centre web pages:

www.cardiff.ac.uk/advice/housing

The Advice and Representation Centre staff in the Students' Union can also help. They are happy to check your tenancy agreement before you sign a contract or pay any monies to your landlord. Staff can also refer you to a solicitor who holds a surgery in the centre. For more information, view the 10 steps for housing advice at:

www.cardiffstudents.com/advice/housing

Do I need insurance for my personal possessions?

Yes, we strongly encourage students to insure personal possessions against damage, loss or theft. However, you may not need to if you are going to live in Cardiff University accommodation, because you are automatically given £4000 worth of personal possessions insurance cover from Endsleigh Insurance; you do not have to fill in any forms for this cover – it is automatic.

Details of what is covered by insurance can be found at www.endsleigh.co.uk/blockhalls

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

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

Further information on all Endsleigh insurance products can be found on their website at www.endsleigh.co.uk/student/pages/halls-insurance.aspx

Click on “travel” and then “international students”. For further information on other insurance companies, see www.home-insurance-finder.co.uk

Bicycle insurance

Insuring a bicycle valued up to £249 costs between £35 - £57. It is important for you to get a good bicycle lock and use it at all times; we recommend a ‘D’ lock which fits on to your bicycle. You can buy a ‘D’ bicycle lock from the University Security at a much reduced price of £15.

How can I contact other students before I arrive?

The International Office has set up a facebook group where all international students coming to study at Cardiff University this year can make friends, discuss travel plans and talk about everything and anything to do with Cardiff.

The Facebook group can be found at: www.facebook.com/cardiffinternational

You can also meet people on Orkut see: www.cardiff.ac.uk/international

Enrolment and Fees

Enrolment and Fees

To become a student of Cardiff University and gain access to the library and computing facilities, you will need to enrol online before you arrive in Cardiff. You will be sent an email from Cardiff University telling you when and how to access the online enrolment system approximately 3 weeks before the start of your course. This email will contain your username, password and information about how to enrol online. If you have not received this information 3 weeks before the start of your course, please contact the enrolment team on Email: enrolment@cardiff.ac.uk.

How do I enrol online?

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

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

- delays in your Cardiff University Student Card being issued;
- delays in being able to access University computing facilities;
- having to queue in the computer rooms in order to complete the enrolment online task;
- delays at school enrolment
- delays in obtaining your bank letter which you will need to open a UK bank account

At the end of online enrolment you will be shown details of your course and the core modules which form part of the course that you are registered for. You may wish to print this out for your records and to show that you have completed online enrolment. (A copy will be emailed to your Cardiff University email address).

For very useful information about how to enrol online, see:

www.cardiff.ac.uk/regis/enrolment/essential

How much will my tuition fees cost?

The cost of your tuition fees will depend on whether you are going to be studying a Postgraduate or Undergraduate course in the Arts or Science fields.

You will be sent an email telling you the cost of your tuition fees when you receive your offer of a place of study from Cardiff University. For information on the cost of tuition fees see:

www.cardiff.ac.uk/fince/students

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

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

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

Cheque/ Bank Draft

Payment can be made by cheque or bank draft either in full or in three instalments. All cheques should have the student name and number written on the reverse and be made payable to "Cardiff University". Please note that this payment method is not part of online registration and cheques must be received no later than 7 working days prior to registering online. If cheques are being sent via an overseas agent to the International Office you will need to allow extra time for the cheque to reach us. Cheques should otherwise be posted to Cardiff University Finance Office.



Before you leave home



International money order

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

Bank transfer

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

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

Account: Cardiff University Tuition Fee Account
Account Number: 70867011
Sort Code: 08-90-03
Swift Number: CPBKGB22
IBAN Number GB57 CPBK 0890 0370 867011

IT IS IMPORTANT THAT YOU QUOTE YOUR FULL NAME AND STUDENT NUMBER WHEN TRANSFERRING FUNDS TO THE UNIVERSITY'S BANK ACCOUNT.

Credit card payment

You can pay your tuition fees using Access/Visa/MasterCard or Delta/Switch card (but not American Express or Nat West solocard). To make this payment please complete the credit/debit card mandate payment form when you enrol online at www.cardiff.ac.uk/regis/enrolment

Direct Debit payment

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

Ordinary cheque from overseas

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

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

When do I need to pay my tuition fees?

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

- 1st instalment is due when you enrol online
- 2nd instalment is due 28 January 2011
- 3rd instalment is due 28 April 2011

Students who are unable to pay their tuition fees

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

Estimated minimum living expenses for a single person for an academic year

	Undergraduate (38 weeks)	Postgraduate (52 weeks)
Rent including bills	£2,475	£3,300
Food	£1,080	£1,440
Books/copying	£306	£408
Social/leisure	£954	£1,272
Clothes	£396	£528
Laundry & Toiletries	£234	£312
Travel	£294	£276
Telephone & TV	£381	£624
Total	£6,120	£8,160

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

The Finance Division will be able to help you.

Email: fees@cardiff.ac.uk

www.cardiff.ac.uk/fince/students/

Fax: +44 (0)29 2087 4020

Address: Finance Division, Income Section
8th Floor, Newport Road, Cardiff,
CF24 0DE, UK.

Tel: +44 (0)29 2087 4399

+44 (0)29 2087 9262

+44 (0)29 2087 6918

+44 (0)29 2087 4962

+44 (0)29 2087 9263

+44 (0)29 2087 4167

Undergraduate Living Expenses

The estimated minimum expenditure for a single undergraduate student living in self-catered, Cardiff University-owned accommodation from September 2010 – June 2011, is £6,120.

Postgraduate Living Expenses

The estimated minimum expenditure for a single postgraduate student living in self-catered, Cardiff University-owned accommodation from September 2010 – September 2011, is £8,160.



Before you leave home



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

It is more expensive to live in private accommodation than in University residences. The estimated minimum expenditure for a single **Undergraduate** student living in self-catered private accommodation from September 2010 – June 2011 is £7,000.

The estimated minimum expenditure for a single **Postgraduate** student living in self-catered private accommodation from September 2010 – September 2011 is £8,814.

For more information on the additional expenses you should allow for in private accommodation, see p13.

Please note that these figures are different from the financial maintenance test that you will be required to pass to obtain your student visa. If you are coming to the UK for 9 months or more (undergraduate or postgraduate student), you will have to show that you have money for the cost for your 1st year tuition fees and £5,400.

Your Budget

Be realistic about budgeting for your time at University. It is essential that you have enough money to survive for the duration of your course. You will not be able to rely solely on the money you obtain from part-time earnings to support you. The minimum rate of pay (£5.80 per hour), the restricted number of hours you can work (20 hours during term-time for degree students) and the type of low-paid work you are likely to be able to obtain means that your part-time earnings will be insufficient to maintain an adequate standard of living.

You can work out how much money you will need by completing the student calculator at www.studentcalculator.org.uk/international

Food shopping

The food list here will give you some idea of how much it costs to live in Cardiff. All prices are given in pounds sterling (£). These prices have been taken from the supermarkets Tesco and Lidl. Tesco is a very popular supermarket and is close to the Talybont Residences. Lidl is a smaller supermarket which sells many inexpensive items, but not many of the popular UK brand-named groceries. Lidl is close to the Business School.

Standard Items	Tesco	Lidl
Bread, thick sliced loaf	0.47	0.86
Margarine (1kg)	1.86	0.59
Rice white (1kg) (Basmati)	1.50	1.21
Spaghetti (500g)	0.56	0.45
Cornflakes (own brand 500g)	0.46	0.86
Milk (2 pints/1.136 litres)	0.86	0.69
Eggs (6)	0.91	0.99
Vegetable Oil (1 litre)	0.93	0.93
Noodles (220g)	0.98	0.59
Fresh Fruit and Vegetables	Tesco	Lidl
Potatoes (5kg)	1.98	2.98
Onions (1 kg)	0.86	0.49
Tomatoes (1kg)	1.32	1.78
Oranges (2kg)	3.78	1.49
Apples (1kg)	1.35	1.19
Bananas (1kg)	0.77	0.77
Canned or Frozen Vegetables and Fruits	Tesco	Lidl
Peas (900g)	0.87 (900g)	0.99 (1kg)
Baked Beans (420g)	0.29	0.29
Tomatoes (400g)	0.52	0.33
Meat	Tesco	Lidl
Beef Steak (Rump 1kg)	7.65	10.78
Beef Stewing Steak (1 kg)	4.99	4.00
Minced Beef (1kg)	2.50	3.00
Leg of Lamb (1kg)	6.00	5.29
Frozen Chicken (1.6kg)	2.40	2.49
Fresh Chicken (1kg)	1.99	1.89
15 Frozen Fish Fingers (450g)	1.75	1.69
Frozen Prawns (400g)	3.29	3.29
Non-Alcoholic Drinks	Tesco	Lidl
Instant coffee (own brand 200g)	1.46	1.46
Instant coffee (Nescafe 200g)	4.00	4.00
Ground coffee (227g)	2.69	1.00
Tea bags (own brand 80 bags)	1.29	0.28
Cocoa (own brand 400g)	1.74	1.19
Cola (own brand 2 litre)	0.43	0.39
Coca-Cola (2 litre)	1.59	1.56
Mineral Water (2 litre)	0.35	0.35
Orange Juice (1 litre)	0.88	0.99
Cordial (1 litre)	0.58	0.48
Household Supplies and Toiletries	Tesco	Lidl
All-purpose cleaner (own brand 1litre)	1.01	0.98
Soap (4 x 125g bars)	1.00	1.02
Shampoo (750ml)	0.80	0.69
Washing Powder	1.68 (3kg)	1.23 (1kg)
Toilet Rolls (own brand 12 rolls)	1.32	1.34
Washing-up liquid (1 litre)	1.40	0.85
Disposable Razors (Pack of 10)	0.25	0.72
Toothpaste (100ml)	0.44	0.65
Tissues	1.30	0.89
Hand Lotion (75ml)	1.19	1.59
Tesco Albany Road and Western Avenue (close to Talybont Residences) - www.tesco.com Lidl Maindy Road - www.lidl.co.uk		
Laundry		
Normal Wash	1.50	
Super Wash	1.70	
Dry (20 minutes)	0.50	

What to bring

The weather in the UK

It can be cold and wet in Britain in the winter months, when temperatures vary from around 2°C - 8°C. In the summer temperatures can also vary from around 10°C - 21°C. In fact, British people often talk about the weather because it is so changeable! Autumn temperatures when you arrive will be around 12°C to 16°C, and it can get a lot colder at night, so it is a good idea to bring a warm jumper and jacket or coat with you. Rain showers are to be expected any time of the year, so waterproof clothing and shoes are essential.

What type of clothes should I bring?

Students dress very informally in the UK in jeans, t-shirts and jumpers. As well as these casual clothes, you may want to bring formal clothes for special events such as a formal dinner or a ball, or perhaps if you are likely to attend an interview for a potential job. You may also want to bring your national costume for international student evenings and the Global Village event in the Students' Union taking place in February.

How much money should I bring?

Bring enough money to cover your costs for the first week as you would if you were going on holiday (around £300 should be adequate). Do not bring a lot of cash to the UK. The University does not have any facilities to guard cash for you. Travellers' cheques are safer than cash because they are insured against loss and theft. Any bank or post office will cash travellers' cheques.

Can I bring my computer to Cardiff?

Yes, you can bring your laptop with you to Cardiff University. Before you come, check that the plugs are fitted for UK sockets. It is also important to make sure that your laptop is insured, for travel and your stay in Cardiff.

If you would like to wait until you get to Cardiff to buy (or even rent) a computer, you could go to the IT shop in the Students' Union which has a lot of equipment and a range of payment options to suit everyone's budget.

For more information see:

www.cardiffstudents.com/theitshop

What are the voltage requirements for electrical products in the UK?

The voltage requirement in the UK is 220V. Before you use your hairdryer, laptop, shaver or any other electrical items, you should make sure that it is safe to use and compatible with the UK voltage system. You might need an international voltage converter. These are used to convert or change the voltage from a certain amount to another. You may also need a plug adapter that is British Standard compliant (BS1363). Usually, these converters and adapters are available in travel and luggage shops, electronic stores or even in airport and duty free shops.



Before you leave home



Will I need to bring my own cooking utensils?

No, do not bring cooking utensils with you. Your case will be too heavy for you to carry! You can buy saucepans, plates and other cooking utensils very cheaply from supermarkets close to your University residences. Also, often other students will have left cooking utensils for you to use.

Please see p10 for information about what is provided in your accommodation.

Overpacking - do not bring too much!

Please do not bring rice cookers, food and cooking utensils with you. You can buy these in the UK. **Please do not bring more than you can carry because you will be expected to carry your luggage when you arrive in the UK.** For example, you will have to carry your suitcase to your Hall of Residence (which often includes carrying cases upstairs). So it is extremely important that you make sure that you can lift and carry your suitcase.

Sending and storing your luggage

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

www.cardiff.ac.uk/for/prospective/inter/study/student-services/shippingbaggage



Documents to put in your hand luggage

- ▶ Passport containing your student visa
- ▶ Offer letter
- ▶ Financial information – letter from your sponsor (if applicable)
- ▶ University Residence Contract (if you have received it)
- ▶ Exemption from tuberculosis certificate (if applicable)
- ▶ Report of chest X-Ray taken in the last 3 months (only if TB certificate not required)
- ▶ Vaccination certificates or doctor's letter detailing your vaccinations

You should keep photocopies of all important documents separately from the originals and retain copies of all correspondence with Cardiff University.

Arriving in the UK

- ▶ Arrive at London Heathrow or Cardiff Airport on 22 or 23 September p21
- ▶ Meet Staff at Heathrow or Cardiff Airport on 22 or 23 September. p21
- ▶ Use the FREE Coach Collection Service to get to Cardiff University on 22 and 23 September p21
- ▶ Getting to Cardiff on your own by coach or train p22
- ▶ What to do when you arrive in Cardiff p23



Which airport should I arrive at in the UK?

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

When should I arrive in the UK?

You are encouraged to arrive on Wednesday 22 or Thursday 23 September to take advantage of the free coach collection service from Heathrow and Cardiff International Airports.

Will there be anyone to meet me when I arrive?

Cardiff University staff will be at Heathrow and Cardiff Airport on Wednesday 22 and Thursday 23 September to provide a free coach collection service to Cardiff. We will take you to the Arrivals Reception at Cardiff University and then on to your accommodation free of charge.

Pick-up from Heathrow Airport

Cardiff University staff will be at the Arrivals Lounge of terminals 3, 4 and 5 of Heathrow Airport from 08.00 – 15.00 on Wednesday 22 and Thursday 23 September. Look out for the navy blue Cardiff University T-Shirts and the red and white Cardiff University sign. If you can't find them, go to the Airport Information Desk and ask someone at the desk to direct you to a member of Cardiff University staff.

So we can plan for your arrival, please let us know your arrival date, time and flight number by

completing the online coach collection form:
www.cardiff.ac.uk/international/arrive

Pick-up from Cardiff Airport

Cardiff University also provides a free mini-bus and taxi service for international students from Cardiff Airport to the University on Wednesday 22 and Thursday 23 September from 1000 - 1700.

To book a place on the Cardiff University minibus/taxi collection service from Cardiff airport, please see:
www.cardiff.ac.uk/international/arrive

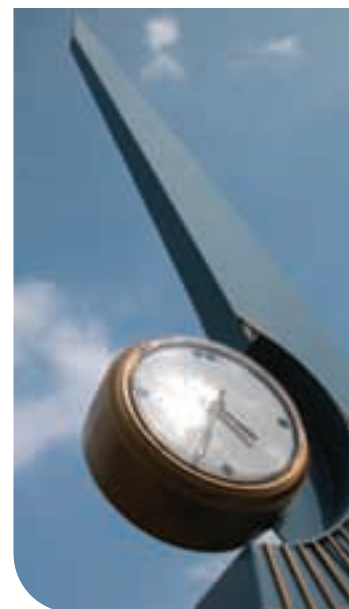
Immigration control

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

Even if you already have a student visa/entry clearance, the Immigration Officer may still ask you questions to prove that you are a genuine student coming to Cardiff University. Make sure you have the following documents in your hand luggage to show to the Immigration Officer:

- ▶ Passport containing your student visa
- ▶ Medical report of chest X-Ray or TB certificate (if required – see p7)
- ▶ Letter from sponsor or your bank statements/evidence showing you have sufficient funds to support yourself (and any dependants).

If you do not have a medical report of a chest X-Ray or a TB certificate you may be examined by a medical inspector and be given a chest X-Ray at Heathrow airport. This will take time and delay your passage through immigration control at the airport and then your onward journey to Cardiff.



Arriving in the UK



Problems at Immigration

If you are carrying the above documents you should not have any difficulty. However, if you do, ask the Immigration Officer to contact the International Office at Cardiff University:

Monday – Friday 09.00 – 17.00

Tel: 029 2087 4432

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

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

www.hmrc.gov.uk/customs/arriving/declaring-cash.htm

Customs Control

After passing through Passport Control, you need to go to the Baggage Reclaim area. Free trolleys are available to make it easy to carry your luggage.

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

- ▶ Exit the green channel if you are travelling from outside the European Union and have nothing to declare.
- ▶ Exit the red channel if you have goods to declare.
- ▶ Exit the blue channel if you are travelling from the European Economic Area, where luggage has already been cleared through customs.

You should check before you leave home what can or cannot be brought into Britain. Such information is also obtainable from British Embassies.

If you are in any doubt you should take the RED channel and ask for advice. You may be asked to open your luggage for inspection in the Customs channel. If requested, you must open, unpack and repack your luggage.

Overnight accommodation in London

There is no need for you to travel into London, unless you have a particular reason for wanting to do so. If you do need to travel into the city, use the underground service from Heathrow (Piccadilly Line from Terminal 1, 2 or 3, journey time - 40 minutes). A taxi from Heathrow into London will cost from £55 and the journey time is about 60 minutes. For information about accommodation please look at:

www.londontown.com/hotels

Some London hotels provide a taxi service to their hotel. There is a charge for this service. This can be booked online at

www.londontown.com/transfer

Travelling independently to Cardiff University from Heathrow

By coach

If you are not using the Cardiff University Coach Collection Service, the cheapest way to travel to Cardiff is by National Express Coach.

Coaches leave approximately every hour, with fewer coaches leaving during the night.

Single journey from Heathrow to Cardiff - £40.20

Journey time direct service – 3 hours and 30 minutes

You can buy your ticket online at

www.nationalexpress.com or at the National Express Booking Office in Heathrow airport. Your coach will depart from the Central Bus Station. Follow signs to the 'Central Bus Station' from the arrivals lounge.



Travelling to Cardiff

By Rail

Train travel is more expensive than travelling by coach and you will have to change trains. Take the Heathrow Express train from Heathrow Airport into Paddington Station in London. Trains leave every 15 minutes from all terminals at Heathrow to London.

Once at Paddington you take the train to Cardiff. On weekdays the train to Cardiff from Paddington leaves every 30 minutes.

Single journey from Heathrow – Cardiff between £53 - £122

Journey time – 3 hours

Tickets can be bought online at

www.thetrainline.com or at the ticket office at the railway station in the airport.

Student Travel Reduction Cards

You will make considerable savings on future travel by purchasing a Young Persons Railcard and/or a Coach Card. The Young Persons Coach Card can be bought at Gatwick and Heathrow Airports at the National Express coach office. This card costs £10 for a year or £25 for 3 years and gives you 30% off all coach travel in the UK. To get one of these you simply need proof that you are a student. You can buy a Coach Card online at:

www.nationalexpress.com/coach/offers/studentcoachdeals.cfm

A Young Persons Railcard costs £26, is valid for one year and gives you a third off your rail travel in the UK. To get this you will need proof you are a student, your passport and a passport-size photo. The card can be purchased at any railway station. For further information see: www.16-25railcard.co.uk

By Taxi

Travelling by taxi is a very expensive option and not advisable. A taxi to Cardiff from Heathrow would cost around £180. This could be an option if there were a few of you travelling, as splitting the cost of a taxi may be cheaper than other ways of travelling.

Travelling independently from Cardiff Airport

A taxi from Cardiff Airport will cost around £25 and can be hired from the Checker Cars taxi office immediately outside the Arrivals Building or booked in advance, Tel: +44 (0)1446 711747.

Buses run from the Airport to Cardiff Central Bus Station every hour Monday – Saturday during the day and every 2 hours in the evenings and on Sundays.

Bus number: X91

Single journey - £3.40

Journey time – 40 minutes

You will then need to get a taxi from the Cardiff Bus Station to your accommodation.

Arriving at Cardiff Central Bus Station or Cardiff Central Railway Station

Taxi Service

The train and bus stations are at the same location in the centre of Cardiff, 1 mile from the University Cathays campus. There will be taxis waiting at a taxi rank outside the Central railway station which will take you to your accommodation. Taxi fares to University Halls of Residence cost between £6 – £8 depending on where your accommodation is and how much luggage you are carrying.

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

- ▶ Always find out the price of the journey before you get in the taxi
- ▶ Always pay for the journey when you have reached your destination, never at the start of the journey

Capital taxis – 029 20 777 777

Dragon Taxis – 029 20 333 333

Premier Taxis – 029 20 555 555

What should I do when I arrive at the University?

If you arrive on the free coach collection service, after a small wait at the Arrivals Reception at the University you will be taken by minibus to your accommodation.

If you do not arrive through the coach collection service, but make your way independently to Cardiff you should contact your University Residence Manager to arrange to collect your key for your accommodation.

Email: residences@cardiff.ac.uk

Unexpected Late Arrivals

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



First Few Days



What do I need to do in my first few days in Cardiff?

- Buy a new SIM card for your phone or buy a mobile phone p24
- Call home! p25
- Log on – access the internet p25
- Register with the Police (if you need to) p26
- Social Events - Find out what's happening for you where! p27
- Enrol and pay your fees p27
- Get your Student ID card from the Students Union p28
- Open a bank account p28
- Register with the Doctor p28



How can I contact home once I've arrived?

The best way of staying in contact with friends and family back home and with your new friends in Cardiff is by mobile phone.

Mobile Phones

Most students have mobile phones and find them very useful. To buy a contract mobile phone you will need a "proof of enrolment" letter stating that you are a Cardiff University student and giving your term-time address. You can obtain this "proof of enrolment" letter at the bank letter venue in the Students' Union during the 3rd and 4th week in September.

Mobile phones are cheap to buy, but expensive to use, especially if you are calling home a lot. For information on mobile phone companies and prices see: www.mobiles.co.uk

Contracts for mobiles

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

Pay-as-you-go mobiles

Pay As You Go is the no contract, no credit-check, no commitment, no monthly bills way of getting a mobile phone. The biggest advantage of this is that it is impossible to run up a huge phone bill as you can only make calls once you have already paid for them. However, you always pay a lot more to buy the initial phone and calls are generally more expensive than on contract mobile phones.



Where can I buy a mobile phone?

You can buy this type of mobile phone very easily from a lot of shops including supermarkets and mobile phone shops without needing a "proof of enrolment" letter from the University. You can buy a contract phone from mobile phone shops. There are many mobile phone operators which have shops in Cardiff, including:
www.orange.co.uk
www.tmobile.co.uk
www.vodafone.co.uk
www.phones4u.co.uk
www.carphonewarehouse.com

If I bring my mobile phone from home, can I use it in the UK?

If you have a mobile phone already, it will be possible to use your phone if you buy a new SIM card for your phone from one of the mobile phone companies. You may need to have the phone unlocked to do this. You can then use a pay-as-you-go system to pay for the calls you make.

Payphones

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

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

Telephone calls from private accommodation

If you decide to live in private accommodation you will probably find that your house has got a telephone socket.

Connecting to the internet

There are different phone companies to choose from for your telephone rental, including BT, Virgin media and Talk Talk.

For further information on the line rental charge and cost of calls see:

www.bt.co.uk

www.home.ntl.com

www.talktalk.co.uk

www.virginmedia.com

Skype

A cheap way of talking to friends and family overseas is by connecting up your computer to the internet and using Skype. Skype looks a bit like an instant messaging programme, like Windows Messenger. The sound quality is at least as good as a normal phone call if you use the speakers/microphone combination, and excellent if you use a headset. If you are communicating with another Skype user the call will be free! For further information about Skype see www.skype.com

How much will telephone calls cost?

Call charges vary depending on what system you use, what time of day you are calling and where you are calling. For example the cheapest call would be from a private residential telephone on a weekday evening, after 1800 or at the weekend, to a friend a few streets away. The most expensive call would be calling someone overseas from a mobile phone during the daytime.

For more information about buying a phone and costs of calls see: www.ukstudentlife.com click on "life" and then "telephone"

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

If you have enrolled online before you arrive in Cardiff, you will be able to use your Cardiff University username, password and email account on any networked computer in the University. Your username and password allow you to access the University's Modern IT working Environment (MWE). The MWE enables you to access your web based University services security anytime and from anywhere. There are over 16 IT rooms open to students in the Cathays campus, with some open 24 hours a day. There are 9 computer rooms open to students on the Heath Park campus and 2 of these are open 24 hours a day. For more information on the MWE, go to <http://mwehelp.cardiff.ac.uk>

Log on to the MWE with your University username and password at:

<https://mwe.cardiff.ac.uk>

If you are staying in University halls of residences (but not student houses) and you have brought your own computer, you will be able to get online in your own room when you first arrive.

www.cardiff.ac.uk/insrv/aboutus/handbook

Email

Email is probably the quickest, cheapest, most reliable and private way to stay in daily contact. Every student at Cardiff University is given a free email address and unlimited access to it. If you already have an internet address (e.g. yahoo, hotmail) you will also be able to use this. If you need to use special programs, Chinese characters for example, then you may have to use your own computer with software that makes this possible. If you have enough of your allocated memory left you may be able to download such a program from the internet.

Where can I go to buy or rent a computer?

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



First Few Days



Do I need to register with the police?

If you are from one of the following countries you will need to register with the police within 7 days of your arrival in the UK:

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

If you need to register with the police there will be a stamp or sticker in your passport telling you that you are required to do so. If your husband, wife or child entered the UK as your dependant, they will also have to register with the police within 7 days of their arrival in the UK.

How do I register with the police?

Police Officers from Cardiff, Rumney Police Station will be at the University Tuesday 28 September – Friday 1 October so you can make appointments to register with them on campus.

To register with the police you will need to take with you:

- your passport;
- two passport-sized photographs;
- proof that you are a student; either your enrolment papers or Student ID card;
- registration fee of £34. (If you are a student sponsored by the British Council you will have this fee refunded).
- a completed police registration questionnaire, provided for you by Cardiff University

Changed circumstances

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

For more information see:

www.cardiff.ac.uk/international/arrive

Induction events and enrolment

What social events are on in the first few weeks?

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

Your Induction Programme!

21 – 30 September

Bank Letter Service

28 September – 1 October

Police Registration

24 September

International Student Information Fair

24 September

Parents welcome talk

24 September

Walking Tours of the University Campus

24 September

International Students' Welcome Party and Welsh Folk Dance.

25 September

Welcome and Information Sessions

26 September

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

28 September

Quiz night

3 October

Coach tour in and around Cardiff

For more information see:

www.cardiff.ac.uk/international/arrive

Postgrad Welcome Events

The Students' Union, Graduate Centre and Postgraduate Society organise additional social events specifically for new and current postgraduates at Cardiff during week commencing Monday 27 September.

Events include an official University welcome to postgraduates followed by a party in the Graduate Centre. During the week there will be other various social activities exclusively for postgraduate students, including networking night, quiz, parties and film nights. Further information about the programme of events will be added to the Graduate Centre website during the summer. For more details see: www.cardiff.ac.uk/gradc

Are there any events taking place in my academic school?

Yes, you may be required to attend a welcome meeting held in your School in the first few weeks. Here you will meet your lecturers and other staff that work in your academic school who can help you with your studies. You may also be given information about how to enrol for modules or subjects in your first term. For more information see: www.cardiff.ac.uk/regis/enrolment/timetables

Enrolment

If you haven't enrolled online before you arrive in Cardiff, you should do so as soon as possible. Staff will be on hand to help you do this during 3rd and 4th week in September in the computer room on 2nd floor of the Julian Hodge Building, campus ref. 14.

How do I enrol online?

To enrol you need your username and password. This will be emailed to you 3 weeks before start of your course. To complete online enrolment go to: <http://sims.cardiff.ac.uk>.

Paying your tuition fees

You will be asked to pay your fees when you enrol online. You can do this through credit/debit card payment or bank transfer when you are completing online enrolment. If you have brought a banker's draft or cheque for your fees with you to Cardiff, you will need to go to the Cash Office on the ground floor of 30 – 36 Newport Road, (66 on campus map). For more information on paying your fees when you enrol see p14 and p15 of this Guide.

For further information see:

www.cardiff.ac.uk/fince/students

School Enrolment

Once you have completed online enrolment and paid your tuition fees, you will be asked to select your optional modules. However, you should not do this until after you have arrived in Cardiff, visited your school and obtained information from your lecturers on what these optional modules are. You may be required to attend an induction meeting in your school, where you receive information about the different subjects you can take. For more information see: www.cardiff.ac.uk/regis/enrolment/timetables

Student Identity Card

You must obtain your student identity card after you have enrolled. Your identity card will allow you to use the Students' Union, sports facilities and libraries. You will need to collect your ID card from the Students' Union (38 on the campus map). Students who are based at the Heath Park Campus can obtain their NHS cards from their



First Few Days



schools. You should keep this card with you at all times, it shows that you are a student of Cardiff University and it contains your important and unique student number.

In order to comply with the UK government's new immigration rules, before you pick up your student ID University staff at the ID card venue in the Students' Union will make a copy of your visa on your passport.

Opening a bank account

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

To open a Santander, HSBC, LloydsTSB or Natwest bank account you must go to the bank branch in Cardiff.

Opening a bank account is one of the first things that you must do as this is the safest way to keep your money. This will take you at least a week so you must make sure you have enough money or travellers cheques for your first few weeks in Cardiff. For more information see: www.cardiff.ac.uk/international/arrive

How do I open a bank account?

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

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

What will the bank offer me?

ATM/cash card

This allows you to withdraw money from a cash machine/ATM. There are several cash machines located near the Students' Union on the Cathays Campus and in the Heath Hospital.

Debit card and solo card

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

Bank statements

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

Direct debits and standing orders

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

How do I transfer money to the UK

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

- Your UK bank's name and full address
- Your name as given on your UK bank account
- Your UK bank account number
- Your UK bank sort code

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

For more information on bank accounts in the UK see: www.educationuk.org/. Click on "living in the UK", then "money matters, and finally "managing your finances".

Register with a Doctor

You must register with a doctor, known as a GP or General Practitioner close to your residence when you arrive in Cardiff because your GP's surgery is your first point of contact for medical treatment. Names and addresses of doctors can be obtained from the Health Centre, www.cardiff.ac.uk/osheu/healthcentre/gpdent

For more information on seeing a doctor and obtaining health care in the UK see p31 of this Guide.

Who should I contact for advice?

If you are uncertain about what to do, or have any worries in the first few weeks of term. Or if you want advice before you come to Cardiff, staff in the International Office will be very happy to help you. See campus map ref: 60

Email: international@cardiff.ac.uk
Tel: +44 (0) 2920 874 432

Help and Advice

Where to go if you have a problem

We hope that your time at Cardiff University will be happy and stress free. However, everyone occasionally feels unhappy and needs support. This chapter will give you information on where to go for help:

This chapter will give you information on where to go for help.

- ▶ Study and academic support p29
- ▶ Immigration advice p29
- ▶ Personal support p30
- ▶ Financial help p31
- ▶ Accommodation advice p31



Academic Support

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

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

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

How can I arrange to see my Personal Tutor?

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

Where can I access study skills support?

You can also access online advice about improving your study skills and revision techniques at:
www.cardiff.ac.uk/cling/forstudents/studyskills

Geoffrey Edwards in English Department's Writing Centre provides a free, friendly and confidential service on:

- ▶ Difficulties in planning or organising an essay or paper
- ▶ Observing the conventions of grammar, punctuation or referencing
- ▶ Writing a CV or completing an application form

For more information email:
edwardsg4@cardiff.ac.uk

You can also obtain help with any maths-based problems, no matter how small from:
www.cardiff.ac.uk/mathssupport

For more information on English support throughout your studies see p35 or:
www.cardiff.ac.uk/elt/insessional

Immigration advice

Jenny Clements and Julie Davies are the International Student Advisers in the Student Support Centre. They provide specialised immigration advice and help with applying for visas.

Entry clearance correction scheme

If you think you were not given the correct length of time to complete your course, Jenny Clements or Julie Davies in the Student Support Centre can contact the Home Office to look at your case and correct any mistakes free of charge.



Help and Advice



Travelling to Europe during the University vacations

If you want to travel to certain countries in the European Economic Area in the University vacations you will need to apply for a Schengen visa. These visas are valid for 3 months.

Please make sure that you start planning for this visa at least 2 months before your holidays, as the application process can take a long time.

Extending your student visa

If you want to extend your visa to continue your studies, the International Student Advisers can help with this process.

For more information on the services and immigration advice offered by the Student Support Centre see:
www.cardiff.ac.uk/studentsupport
Email: studentsupportcentre@cardiff.ac.uk

Personal Support

Sometimes people run into difficulties and need a little extra emotional support. For every kind of problem there are trained people at hand to offer help.

Counselling Service

The Counselling Service is here to provide help with more personal problems that may arise while you are a student at Cardiff. This service provides a confidential safe space where counsellors will work with you to help you to explore your situation or difficulty without judging you. Counsellors are very used to dealing with a wide range of personal and emotional difficulties.

If you are worried about something, counselling may be able to help you.

To access counselling please complete the online Self-Referral Questionnaire at:
www.cardiff.ac.uk/cllng/forstudents
Tel: +44 (0) 29 2087 4966 (Cathays Campus)
Tel: +44 (0) 29 2074 2070 (Heath Park Campus)
Email: counselling@cf.ac.uk

Where can I go if I just want to chat?

If you ever feel alone and would like to speak to someone or would simply like information on anything from cinema times to exam dates you can ring Nightline between 2000 and 0800 7 days a week during term time. This service is run entirely by trained student volunteers. For more information see:

www.cardiffnightline.com
Tel: +44 (0) 2920 870 555

Extra support for you

How will I feel when I first arrive?

When you leave a familiar environment and go for an extended stay somewhere quite different, you are likely to experience a whole range of emotions. Some of these feelings will be surprising and confusing and can make you feel out of control or anxious. This is known as culture shock and is caused by moving from a familiar environment to one which is unfamiliar. Differences in climate, food, dress, behaviour and language can all contribute to feelings of culture shock.

Culture shock can affect anyone and is a very normal reaction for international students as they adjust to a new environment. Don't worry. You won't be alone – lots of other students will be feeling the same way. These feelings will pass quickly and you will soon settle into student life. Most students say that they quickly begin to enjoy the cultural differences and new experiences of life in the UK. However, if you do feel that you are unable to cope ask for help from one of the support services listed in this chapter. They will understand the problems you may be having and will listen sympathetically.

Is there help available if I have financial difficulties?

There may be a small amount of money to help you if you have financial difficulties during your time in Cardiff. The financial support team in the Student Support Centre manage the Hardship Fund and can help with specific costs. They will also give advice on budgeting. For more information see:
www.cardiff.ac.uk/financialsupport
Email: fcf@cardiff.ac.uk

Disability and Dyslexia Service

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

- ▶ Accommodation
- ▶ Applications for disability funding, including the University's 'International Disabled Students Fund'
- ▶ Examination arrangements
- ▶ Screening and assessment for dyslexia and other specific learning difficulties
- ▶ Study skills tuition
- ▶ Access to support workers
- ▶ Access to and training on assistive technology
- ▶ Car parking

To access the Disability and Dyslexia Service email disability@cardiff.ac.uk

Accommodation advice

The team of Student Advisors in the Student Support Centre can provide advice on the various options of accommodation in Cardiff as well as what to look out for when finding accommodation. They can also help with problems you may face as a tenant. For more information see:

www.cardiff.ac.uk/advice/housing
Email: studentsupportcentre@cardiff.ac.uk
Tel: +44(0)29 2087 4844.

Advisors in the Students' Union Advice and Representation Centre can also help you with all housing issues. If you ever have a problem, no matter how small, you can contact a member of the Advice Team and put your mind at rest before the problem becomes a big worry. They are happy to help, reassure and provide advice on any matter concerning you. For more information see:

www.cardiffstudents.com/advice
Email: advice@cardiff.ac.uk
Tel: +44(0)29 2078 1410



Staying safe and healthy



We want your stay in Cardiff to be a safe and healthy one. Here you'll find some practical advice on personal safety and where to get health advice.

- ▶ Personal safety p32
- ▶ Health care in the UK p32
- ▶ How to register with a doctor in Cardiff p32
- ▶ Where to get health advice at Cardiff University p33



Your Personal Safety

Cardiff is a safe city, but like all cities you have to be sensible. The vast majority of international students enjoy a positive and rewarding experience during their stay in Cardiff. A survey in May 2008 showed that 87% of international students thought that Cardiff was a safe city. So the suggestions that follow are intended to advise, not to alarm. Much of the advice is common sense, but it can make a real difference.

- ▶ If you go out alone at night make sure someone knows where you are going
- ▶ When you go out in a group at night stay with them; there is safety in numbers
- ▶ Keep to public routes that are well lit at night, don't take risky alternative dark routes even if in a hurry
- ▶ Carry a personal safety alarm; available at discounted prices from the University Security Centre
- ▶ Make use of the transport services from outside the Students' Union to halls of residence
- ▶ If using a taxi, use a recognised taxi rank or try and pre-book with a reputable taxi firm.

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

The University Security Centre provides 24-hour security cover for the University campus and halls of residence. A comprehensive CCTV Camera system operates throughout the University

campus, including the large residential sites. The cameras, in conjunction with two-way radios, are used to great effect, directing security staff to incidents, and the centre works in close liaison with the police.

Health care in the UK

Arriving in a new country is a very busy time and there are lots of changes to cope with. Please make sure that you don't forget to take care of yourself when you are adjusting to the unfamiliar UK food, different climate and the emotional strains of being away from home. Here is some advice on looking after yourself, as well as practical information on how to obtain medical treatment.

Health advice

How do I register with a doctor?

In the UK, non-emergencies are dealt with in a surgery by a doctor known as a General Practitioner (GP). You need to register with a doctor before you are treated. So you must do this within the first week of your arrival in the UK. You do not pay to register with or to consult with a doctor. Women can see a female doctor. GP appointments are short – only 5 minutes or 10 minutes, but your GP will refer you to a consultant – an expert – if you need extra or special treatment, like an operation. Names and addresses of doctors can be obtained from the Health Centre, 47 Park Place or www.cardiff.ac.uk/osheu/healthcentre/gpdent



Register with a Doctor

Am I entitled to free medical treatment in the UK?

If your course is 6 months' duration or more you will qualify for National Health Service (NHS) treatment. This is the UK's state health service which provides treatment on a wide range of health care services.

If you are entitled to NHS treatment the following services will be free of charge:

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

You are likely to pay for:

- ▶ Some GP services (e.g. vaccinations for travel and getting a sickness certificate)
- ▶ Dental treatment
- ▶ Optical treatment
- ▶ Any illness or conditions which existed before you arrived in the UK

Where can I find a dentist?

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

www.cardiff.ac.uk/osheu/healthcentre/gpdent

Where can I see an optician?

Cardiff University Optometrists offer a free eye examination to all students during term time, (October – April). These examinations are performed by a final year student under the close supervision of a fully qualified optician. You can also receive a 20% discount voucher to spend on new glasses in the Cardiff University Optometrists after you have had your eye examination in the student clinic. For more information call into the Eye Clinic on Maindy Road, Cathays, Cardiff, CF24 4LU. (See number 9 on campus map).

Tel: 029 2087 4357

Email: eyeclinic@cardiff.ac.uk

www.cardiff.ac.uk/optom/eyeclinic

Where can I get further health advice?

If you or your family are feeling ill, NHS Direct can be a helpful source of advice and information. The NHS Direct website and telephone service can provide information about the provision of local services, such as doctors' surgeries, dentists, opticians and pharmacies. NHS Direct also provides a confidential health care advice and information service 24 hours a day.

Tel: 0845 46 47

www.nhsdirect.nhs.uk

Cardiff University's Student Health Centre

The Student Health Centre at 47 Park Place, is available for use by all Cardiff University students and offers services including family planning, holiday vaccination information, wart and verruca clinics and general health enquiries.

Should you be unwell, have difficulties with your studies, or experience personal problems you are encouraged to seek help at the earliest opportunity. The practice nurses operate a "drop in" service where you will generally be seen within 15 minutes of arrival and an appointment can be made with the doctor, if required.

The Student Health Centre is not open at the weekend or evenings, which is why it is essential that you register with a GP.

Further information on the Student Health Centre and topical health issues can be found on the web:

www.cardiff.ac.uk/osheu/healthcentre/studenthealth



Studying at Cardiff



Coming to study at a new University in the UK will be exciting but also stressful. This may mean that you find studying harder than you imagined. In this chapter we give you information about what to expect and online resources that you can use to prepare you for your studies before you arrive in Cardiff

- ▶ The different ways you will be taught on your course p34
- ▶ Understanding assessment p34
- ▶ Preparing for study p35
- ▶ What is plagiarism – how to avoid it p35
- ▶ English language support p36
- ▶ Getting your course books p36
- ▶ Using the library at Cardiff p37
- ▶ Facilities especially for postgraduate students p37



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

You are likely to find that there are some things that are similar but many things are going to be different. Many people find that studying at University is a new challenge, and they need to find different ways of working and studying effectively.

As with all aspects of life in a new country and culture it is important to keep an open mind and be flexible. If you are unsure about anything, ask your personal tutor, or the School Administrator.

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

Lecture

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

Seminar

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

Tutorial

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

Practical work

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

Independent study

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

How will I be assessed?

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

- ▶ Written examination, normally essays rather than multiple choice questions
- ▶ Course work including written essays, reports and dissertations
- ▶ Group work projects
- ▶ Presentation to a seminar
- ▶ Practical assessments



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

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

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

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

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

What can I do to prepare for studying in Cardiff?

To help you prepare for a successful start to your academic studies you can try a very useful web-based programme www.prepareforsuccess.org.uk

This is a free pre-arrival interactive website for international students which takes you through a variety of examples of what it is like to study at a UK University. There are activities which you can try before you leave your home country on topics such as:

- Differences in university study
- Studying independently
- Critical thinking
- The language challenge
- Academic writing at university
- Preparing course work and exams

Organising your studies

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



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

Where to go for help

If you become concerned about your progress you can ask for a meeting with your Personal Tutor or another member of academic staff in your department. They will be able to offer real help and constructive advice. See page 29 for more information about how to contact your Personal Tutor and where to go for help with your studies.

Plagiarism

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



English Language Support



and academic facilities and acquaint you with the computing systems and resource centres. You will also receive information on learning strategies, British culture and study techniques. Successful students feel better prepared for their academic study having gained the required skills to participate fully in their chosen subject.

For more information see:

www.cardiff.ac.uk/elt/presessional

English support throughout your studies

The University offers a variety of Insessional English language and study skills courses specially designed to help our international students succeed. If English is not your first language, you may find you need extra support understanding lectures, seminars and completing assignments. The Insessional Programme provides language support for full-fee paying international students.

Sessions available include:

- ▶ Listening to Lectures and Taking Notes;
- ▶ Pronunciation;
- ▶ Reading Strategies;
- ▶ Academic Writing;
- ▶ One-to-One Writing Tutorials;
- ▶ Presentation Skills and Seminar Skills.

Some schools have their own programmes of language and study skills support for international students' which are specifically developed to meet the needs of a particular course or subject area.

Please check our website for further details:

www.cardiff.ac.uk/elt/insessional

Email: elt@cardiff.ac.uk

Tel: +44 (0) 2087 6587

How will I get my course books?

You will be able to borrow books from Cardiff University library once you have obtained your student ID card. So you need to get your student ID card as soon as you arrive in Cardiff and become familiar with the library and the computerised online lending system or library catalogue.



As an international student you must be particularly careful not to plagiarise. If you do not have perfect English it is easy and tempting to copy things from books and journals. This is acceptable, but you must reference the work and, before giving the work to a tutor or for assessment, take time to check that you have referenced all your sources.

For more information on all the resources available see:

www.cardiff.ac.uk/advice/academic/studyskills

How can I improve my English?

If you need an intensive programme in academic English to help you prepare for your postgraduate or undergraduate study at University, then you could come to Cardiff in the summer and take a 5, 8, or 11 week Pre-sessional English language course.

Alternatively, you can have English and study skills lessons alongside your academic course during the academic year.

Pre-Sessional English for Academic Study

Pre-sessional summer courses start in June, July and August, depending on the length. The course syllabus includes English language skills, study skills, exam strategies and the academic information and training you need to successfully complete your degree programme. All courses include a full social programme.

Students with unconditional offers may also take this course to refresh their language skills, improve their IELTS score, or learn more about British academic study skills. The Academic Orientation lessons introduce you to the campus



Library Services

The University Library Service provides a wide range of information resources with over one million books and electronic journals. Services are provided across 16 library sites, which are conveniently located close to the academic schools.

For more details of our books, journals and electronic resources see:

www.cardiff.ac.uk/insrv/libraries

If your course books are in high demand you may find that you have to wait to use them and you may only be able to borrow them for a short time. So you will also need to buy important course books and budget for this. Essential course books are likely to be available in Blackwells book shop located in Cardiff University Students' Union.

You may also be able to buy the books on your reading list before you arrive in Cardiff.

In September some lecturers give the reading list for some courses to Blackwells Bookshop.

So if you pre-order them, they could be waiting for you when you arrive in Cardiff. To find out if Blackwells have your reading list and to order your books contact:

Email: Cardiff@blackwells.co.uk

www.blackwells.co.uk

Facilities for Postgraduate Students

The Graduate Centre

Cardiff University has a dedicated facility for postgraduate students providing additional resources in terms of space, study and social facilities, complementary skills workshops and events for students during their time on postgraduate programmes. Facilities include:

- a Café Bar open throughout weekdays, serving lunches, snacks and a wide selection of drinks
- an IT room with 53 networked computers, printers, scanner and photocopier as well as a dedicated IT room assistant to help you with your computer queries;
- a coffee lounge for informal study, internet access and daily newspapers;
- a reading room for quiet individual study with seating for up to 40 people;
- two well-equipped conference rooms with a maximum capacity of 30, available free of charge to postgraduate students for seminars, group work or presentations;



The Graduate Centre is located on the third floor of the Students' Union Building on Park Place and is open throughout the year.

For further information on the events planned for postgraduate students during the year see the Graduate Centre website:

www.cardiff.ac.uk/gradc or visit us on

Facebook: "Graduate Centre – Cardiff University"

Email: grad-centre@cardiff.ac.uk

Research Students Skills Development Programme

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



Getting Involved in Student Life



Cardiff University has an excellent Students' Union! The Union is a great place for social events. It has a large number of societies and clubs that bring like minded students together. It'll be one of the first places you visit when you get Cardiff. Here we give you an idea of what the Students' Union can offer you and how to get involved in student life.

- ▶ Social facilities in the Students' Union p38
- ▶ The International Officer working to represent you p38
- ▶ Sports facilities and sports clubs p39
- ▶ Societies that you can join p40



The Students' Union

When you enrol at Cardiff University you also become a member of Cardiff Students' Union. The Union is run by students, for students and is dedicated to the social and welfare needs of all students on campus. Being a member means that you are entitled to a wealth of benefits: entertainment, support, advice and opportunities.

The Union is home to a range of cafés making it an ideal place to meet friends and relax over a drink or a meal. It is a great place for entertainment in the evening, with low prices and its own night-club, making it a popular choice for many students. There is also a range of shops selling everything from computers to fancy dress outfits.

The student-led volunteering organisation has around 1000 volunteers working on more than 30 projects with disadvantaged and vulnerable people in Cardiff.

The Athletic Union is one of the biggest in the Universities in the UK, and there are a huge number of societies to get involved in. On top of that, the award-winning student newspaper Gair Rhydd (meaning "free word" in Welsh) and radio station are always on the lookout for new talent. If you have an interest, the Students' Union probably caters for it. For more information see: www.cardiffstudents.com

The International Officer

The International Officer is an officer elected by and for the students at Cardiff University. They are there to help campaign on behalf of students from outside the UK on issues such as fees, equality and employment rights. They work closely with staff in the Student Advice Centre,

the Societies, Activities and Events Officer and the International Students' Societies to make you feel welcome, safe and happy with your personal, social and academic life at Cardiff University. The Officer convenes the International Student Committee in conjunction with the International Student Association. Send the Officer an e-mail and they will be happy to meet you for a friendly chat or listen to your concerns.

Email: internationalofficer@cardiff.ac.uk. If you would like to join the International Student Association please visit: www.groups.cardiffstudents.com

Social Facilities in the Students' Union

The Taf

This is the Union's very own pub. It offers a relaxed atmosphere to meet with your friends in the evening. During the day it is transformed into a comfortable café area where you can drink coffee and eat lunch with friends.

Solus

This is the Students' Union's own night-club. The night-club has different types of music playing each night of the week. There are also cinema nights and comedy nights hosting many new comedians, as well as established stars.

The Kitchen

This is a large café on the 2nd floor of the Students' Union just outside Solus. It is a nice place to relax with friends on the big comfortable leather sofas and buy one of their freshly made sandwiches and delicious cakes.

The Games Room

On the third floor of the Students' Union, this is the place to come to play snooker, pool and video games as well as to watch sporting television.



The Great Hall

This hall can hold 1350 people and the venue hosts concerts, comedy nights, balls and various other social events. This is where the International Student Party is held in September.

CF10

A smaller venue that hosts speciality music nights, and is also available for hire for private parties. During the day you will find it a relaxing place to eat, and read a newspaper. During the evening it is another venue for a fun and affordable night out.

Café Bar

A café and bar that is dedicated to postgraduate students where you can buy food and drink and relax. There is also a pool table and big screen television. The Café Bar is inside the Graduate Centre which is on the 3rd floor of the Union Building.

Looking for private accommodation?

The Students' Union Letting Agency can help. You can register to receive email alerts of all new properties that match your requirements. The letting agency will not charge an agency fee. For more information:

www.cardiffstudentletting.com

Need to buy or rent a new computer?

The IT shop is a service provided by the Students' Union and the University Information Service offering IT equipment to buy or rent and also a repair service. Based on the 1st floor of the Students' Union, the IT shop provides IT equipment with a range of payment options to suit everyone's needs. For more information: www.cardiffstudents.com/mall/it

Sports Facilities

The University sports facilities are open all year for you to use. University sports facilities are located on three main sites:

University Sports Centre – Talybont

Talybont offers a wide range of facilities and services including an artificial pitch, grass pitches, tennis courts, indoor wickets, newly refurbished fitness suite and two large sports halls.

University Fitness & Squash Centre – Park Place

This is a lively central site with extensive fitness class programmes, newly refurbished fitness suite and squash courts. Here you will also find the Well-being Clinic, which offers beauty therapy, sports massage, manipulative therapy and many other treatments.

University Sports Fields – Llanrumney

This 33 acre outdoor sports facility includes grass pitches and wickets of the highest quality where international touring squads and many Cardiff University clubs train and compete.

For more information about sports facilities at Cardiff please visit:

www.cardiff.ac.uk/sport/facilities

Sports Clubs

Getting involved with a sports club is a great way to make friends while at University. Cardiff University has one of the biggest and best networks of sports clubs in any British university. All levels of sport are catered for and you will be made to feel welcome at any of the sports clubs, whatever your standard. The Athletic Union currently supports around 60 sports clubs ranging



Getting Involved in Student Life



from recreational to competitive sports and competes against other British Universities in BUCS (British Universities and College Sport) competitions.

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

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

www.groups.cardiffstudents.com

Examples of Water Sports Clubs

Canoeing, Rowing, Sailing, Sub Aqua, Surfing, Waterpolo.

Examples of Outdoor Clubs

Snow Sports, Mountaineering, Rambling, Riding.

Examples of Indoor Clubs

Dance, Fencing, Kick Boxing, Squash, Snooker.

Examples of Martial Arts Clubs

Aikido, Kung Fu, Taekwondo, Wado Kai Karate, Jiu-Jitsu.

Examples of Traditional Sports Clubs

American Football, Badminton, Basketball, Cricket, Football (Soccer), Hockey, Rugby.

Sports Bursary Scheme

The Sports Bursary Scheme is open to all undergraduate and postgraduate students at Cardiff University. To be eligible you must have at least represented your country at junior or senior standard or be recognised by your governing body as having outstanding potential.

For more information on the Bursary or Cricket Centre of Excellence email our Sports Development Co-ordinator:
jonespd4@cardiff.ac.uk

Social, cultural and political societies

There are over 120 cultural, social and political societies run by students for students. They provide the opportunity to try something new, virtually every week. They offer a huge range of activities, from going on trips and holidays, making music, volunteering your time and energy

for a worthy charity, to celebrating a national day or religious event and more. Becoming involved in a society is an excellent way to make friends, discover new interests and pursue old ones and add to your C.V.

During the first week of term there will be a Societies Fair in the Students' Union, which is an ideal opportunity to find out more about the societies and join those which interest you.

There are many International Societies which reflect the multicultural environment of Cardiff University such as the International Student Association. These societies are ideal for combating homesickness, as wherever in the world you have travelled from, you are sure to find other students who share a common bond. Similarly, there are lots of religious societies that provide new students with the chance to worship and express their religious beliefs.

Examples of International Societies

International Students Association, Chinese Students, Pakistani, Palestinian, Indian, Japanese, Malaysian and Korean.

Examples of Religious and Cultural Societies

Christian Union, Islamic, Jewish.

Every course at University has a corresponding society. So, whether you study Business or Medicine, Engineering or Law, you are guaranteed to find a society in which you can meet fellow course-mates. These societies often organise high profile and popular social events like 'End of Year Party' and Christmas balls. Joining a course society gives you the opportunity to make new friends who are interested in the same area of study as you, and also the opportunity to share ideas and provide helpful advice. Whatever course you study, you can join any course society, so if you have an interest outside your degree, joining one can allow you the chance to explore new subjects.

Examples of Departmental Societies

Medicine, Business, Engineering, English, Journalism, Law, Psychology.

Examples of Creative Societies

Act One (drama), Gair Rhydd (student newspaper), Live Music, Photographic, Xpress (student radio).

There are many more societies in all categories with new ones being constantly established. For an up-to-date list of the societies please look at the societies section of our web-site at

www.groups.cardiffstudents.com



Working in the UK

There are likely to be opportunities for you to work in the UK both during and after your studies. In this chapter you'll find information on:

- ▶ Whether or not you (and your family) are allowed to work p41
- ▶ What types of work you can do p41
- ▶ Where to find work p42
- ▶ Working after your studies p42
- ▶ Where to find careers advice p43
- ▶ How to get involved in voluntary and community work p43



Can I work while I am studying in Cardiff?

Check what your passport sticker says. If you have entered the UK on a student visa for more than 6 months and your passport sticker says "Work (and any changes) must be authorised" or "Able to work as authorised by the Secretary of State" or "Restricted work in term-time", you are allowed to work.

A restriction means that you can work without obtaining permission for a restricted number of hours a week during term-time. The number of hours you can work during term-time varies depending on whether you are studying a degree or below degree level.

If your passport sticker or identity card says "No work", you must not work in the UK. This would be a breach of your immigration conditions, which is a criminal offence. If you have entered the UK as a "Student Visitor" you are not allowed to work in the UK (paid or unpaid) or do any work placement as part of your course.

If you are uncertain of the meaning of the statement placed in your passport regarding permission to work, please check when you arrive in Cardiff with the International Student Advisory Team in the Student Support Centre, 50 Park Place.

What kind of work can I do?

If you have entered the UK on a general student visa and you are coming to Cardiff University to study at degree level (for example an undergraduate or postgraduate degree), then you are allowed to work up to 20 hours a week during term-time and full-time during your holidays, a work placement or an internship.

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

Sandwich course work placements

You can work full-time on a work placement if:

- ▶ you are doing a UK course; or
- ▶ you are studying a degree course in another country and, as part of that degree course, you are spending some time at a college or university in the UK.

In most cases, you must not spend more than 50% of the time on your course doing a work placement, or work placements. However, there is an exception if the law says that you must spend more than half of your course doing work placements. This applies to Postgraduate Certificate in Education.

Your work placement must be an assessed part of your course, and it can take place at any point in your studies.



Working in the UK



Once registered, you will be kept informed of new vacancies as they arise via email.

Once you arrive in Cardiff, you can register by calling into the Jobshop in the Students' Union building.

www.cardiffstudents.com/jobs/jobshop

Tel: 029 2078 1535/029 2078 1536

Email: jobshop@cf.ac.uk

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

In the UK, generally students obtain part-time relatively low paid casual work, (paid at £5.80 per hour). Typically the type of work includes, working in shop as a sales assistant, working in a restaurant or bar, working as a cleaner, part-time telephone sales assistants and computer data entry clerk.

As you are only allowed to work part-time during term time and because these jobs often receive low rates of pay (£5.80 per hour) you won't have enough money to live on, if you rely solely on this income. So it is very important that you have enough money to support yourself before you arrive in Cardiff.

To see the types of jobs that are available from the jobshop see:

www.cardiffstudents.com/jobs/jobshop/current-positions

Can I stay in the UK to work after I have finished studying?

Yes, when you have successfully completed and been awarded your degree you can stay on in the UK for 2 years of work on the Post Study Work Scheme.

You must make your application within 12 months of obtaining your degree and you will be required to pass a maintenance test. For more information and help about the post study work scheme see:

www.cardiff.ac.uk/studentsupport/international/employment/poststudywork/

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

Yes, if you have entered the UK on a general student visa and you are coming to study for a degree at Cardiff University then your spouse or civil partner who are in the UK with you should be given permission to work.

Recent changes to the immigration rules mean that students coming to study a course that is less than 6 months will not be able to bring their family with them to the UK.

For more information about working during your studies see:

www.ukcisa.org.uk/student/working_during.php

www.educationuk.org/downloads/find_your_way_to_work_0910.pdf

Where can I find employment opportunities?

Unistaff Jobshop

This is a good starting point for your search for casual employment. It is a free service for all Cardiff University students. The Jobshop operates primarily as a temporary employment agency providing part-time jobs with the Students' Union, University and outside companies. It also provides an introductory service to local employers. All vacancies that are advertised pay at least at the adult minimum wage (currently £5.80 per hour) regardless of age.

Vacancies with local companies are advertised on the notice boards at the Jobshop as well as on the Students' Union website. Vacancies are updated frequently, so it is important that you check the website and the job boards regularly.



Tier 1 (General) Highly Skilled Worker

This programme is designed to allow individuals with exceptional skills to come to, or remain in the UK without having to have a prior offer of employment. It is a points-based scheme, with points being awarded for experience in the UK, qualifications, age and past earnings. Applicants must also show evidence of their English language ability and available funds.

Tier 2 (General) Skilled Worker

The Skilled Worker category (Tier 2 - General) is suitable for people who want to come to, or stay in the UK to work and who have a skilled job offer from an employer. It is a points-based scheme, with points being awarded for: sponsorships, qualifications and future expected earnings. Applicants must also show evidence of their English language ability and available funds. The employer will need to show that this job cannot be filled by a British or European Economic Area worker.

For more information about working after you have finished your studies see:

www.cardiff.ac.uk/studentsupport/international/employment/workingafterstudies/
www.ukcisa.org.uk/student/working_after.php#work_after

Careers Service

The University has a dedicated Careers Service, which offers advice and support on searching for work, obtaining work experience, choosing a career, employer information and further study. They hold extensive careers information and vacancy listings in their well-equipped information room. In addition, a wide range of employers regularly visits the Careers Service to recruit new graduates, there are skills workshops throughout the year and employers also come to the University to give presentations.

The Careers Service holds workshops on employment regulations in the UK and can advise in general terms on the categories of permit.

Career Consultants offer weekly appointments at the Careers Service where international students can obtain advice on:

- ▶ How to identify and approach international student-friendly employers
- ▶ How to work in the UK under the new points based work permit system
- ▶ Effective use of language in CVs, job applications and interviews

Appointments can be booked on-line at www.cardiff.ac.uk/carsv

Career Consultants will also refer students to Academic Staff who have specialist knowledge of the job markets in the subject areas of Business, Engineering, Journalism, Law and Medicine.

For further information visit:

www.cardiff.ac.uk/carsv

Email: careers@cardiff.ac.uk

Student Development Unit

You can improve your job prospects by taking one of the short courses on offer in the Student Development Unit. These courses help you improve your personal effectiveness and employability skills. These include making presentations, teamwork, problem solving and time management. It is also possible to learn other skills such as first aid and to build your personal confidence and self esteem.

Participating can also help you in providing evidence to include in your Personal Development Planning portfolio, which you will be asked to complete whilst studying at Cardiff University. For further information and to apply online for these courses see:

www.cardiffstudents.com/jobs/sdu

Voluntary and community work

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

Student Volunteering Cardiff

Student Volunteering Cardiff offers a variety of voluntary work placements which will introduce you to new people, develop communication and team skills, increase work experience (and improve CVs) and help you experience different aspects of British culture. It will also help you to improve your English. If you are considering volunteering it is advisable to bring with you a Certificate of Good Conduct from your country as there are some regulations for volunteers working in the UK, especially when working with children. If you do not have one, don't worry – some placements don't require one.

For more information contact the Student Volunteering Cardiff Office: www.svccardiff.org
Email: svc@cardiff.ac.uk



Living in Cardiff



Cardiff is the capital city of Wales, one of the three countries that make up Britain. The Welsh people are proud of their heritage and famous for being friendly, so you can expect a warm welcome!

Pictured here is the Welsh Government building, The Welsh Assembly, the Wales Millennium Centre, a world renowned arts venue and the Pierhead, a historical reminder of the Port and docks of Cardiff.

- ▶ How to get around Cardiff p44
- ▶ Shopping in the city centre p44
- ▶ Receiving and sending post home p45
- ▶ Places to visit in and around Cardiff p46
- ▶ Student discount cards p46
- ▶ Where to find places of worship in Cardiff p47



What will life in Cardiff be like?

Cardiff, the Capital City of Wales

Cardiff is an excellent city in which to live and study. As the capital of Wales, it has a large choice of social and leisure activities available and caters for all tastes. It is developing constantly and the number of facilities and amenities increases all the time. Known as one of the greenest cities in the UK, the city has more than 330 parks, gardens and peaceful spots. It is renowned for being vibrant and friendly and easy to get around. From Cardiff it is easy to explore the beautiful countryside of South Wales and Southern England. London is only 2 hours away by train.

To find out more about the city and information about festivals and events going on in Cardiff visit the Tourist Information website:
www.visitcardiff.com

How do I get around in Cardiff?

Cardiff is a compact city so you will find that you will be able to walk to many places. The Students' Union, student residences and city centre are within a short walk of one another. There is also a regular bus service around the city. Details of timetables and fares can be obtained from the Cardiff Bus website:
www.cardiffbus.com

To discover the unspoilt countryside and beautiful mountains in Wales you can also make use of the trains. Cathays railway station is conveniently situated next to the Students' Union. It only takes 5 minutes to get from Cathays to Cardiff Central train station.

For more information on train fares and timetables: www.thetrainline.com



Shopping

Shops are usually open 0900 - 1730 Monday to Saturday, although many supermarkets are open from 0800 - 2200 and larger supermarkets may be open 24 hours. Most supermarkets are open also on Sundays from 1000 - 1600. Many large stores as well as small newsagents and grocery shops are also open for a shorter time on Sundays.

Where is the best place to shop?

Cardiff's City Centre

Cardiff has one of the best UK shopping experiences outside of London. The city centre offers a huge variety of shopping with a range of indoor, outdoor, old, modern, high street and designer shopping. Queen Street is Cardiff's main shopping street and is home to some big high street names. Indoor shopping centres include the stunning new £675 million St David's development and the Capitol and Queen's Arcades. Networks of beautiful Edwardian and Victorian arcades provide a variety of smaller independent shops and unique cafes for you to explore.

Food Shopping

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

For more information on the cost of food shopping see p18.



Supermarkets

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

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

www.asda.co.uk

www.tesco.com

www.sainsburys.co.uk

International Food Stores

There is a wide range of specialist international food stores in the city where you will be able to find most of the foods you are used to eating at home. These include shops that sell Halal, Chinese, Indian and African foods and many other food products from around the world.

More information about the different international food stores will be available in the "Arrivals Guide" when you arrive in Cardiff.

Receiving and sending post home

Sending Letters and Parcels

If you need to send a lightweight letter within the UK then you can simply affix a postage stamp and put it in any post box. If you are unsure of how much the postage should be then take your letter to a Post Office for them to weigh it and advise how much it will cost to send.

Parcels should always be taken to a Post Office for weighing and despatching. If you are sending a parcel overseas you will need to complete a Customs form, available in the Post Office.

The delivery of parcels to your University Accommodation

You can collect letters and parcels from Royal Mail from the Reception at your University residence. However, residences staff are unable to sign for and accept parcels and deliveries on your behalf from private delivery companies because of the problems involved in sorting, delivering and storing parcels for such a large number of students (over 5,300 from all over the world). In special circumstances, residences staff will accept a parcel from a private delivery company on your behalf, if you make prior arrangements with your residences Manager. For more details please see the "Students Survival Guide" which you will find in your room when you arrive.



Living in Cardiff



Places to visit

- ▶ **Cardiff Bay** The bold new commercial and domestic expansion of Cardiff Bay is one of Europe's most exiting waterfront developments. It is only a short bus or train ride from the city centre and has lots of cafés, bars and restaurants for you to enjoy. You can take a boat trip around the Bay and visit the barrage which transformed the docklands from tidal mudflats to a huge area of freshwater lake. You may want to visit the Norwegian Church – now a coffee shop and Arts Centre and explore Techniquet, the science discovery centre which is an exciting hands-on museum for people of all ages. www.visitcardiff.com/About-Cardiff/Cardiff-Bay.html
- ▶ **Doctor Who Convention** "Doctor Who Up Close" celebrates the success of the series which is filmed in Cardiff, with an exclusive display showing where the series was filmed. The exhibition includes Doctor Who props, costumes and monsters and is located in the Red Dragon Centre in Cardiff Bay. www.doctorwhoexhibitions.com/cardiff.html
- ▶ **Wales Millennium Centre** is a large concert hall, located in the centre of Cardiff Bay. It is an impressive building which was artistically designed and built with a variety of materials including Welsh slate. It has 2 large theatres, galleries, restaurants and cafés and hosts various theatrical, musical and dance events. www.wmc.org.uk
- ▶ **Millennium Stadium** is a 72,500 seat stadium which is home to Welsh Rugby and has also hosted other large sporting events including the FA Cup final, as well as many concerts. The stadium is an impressive building located right in the centre of the city. Tours of the stadium take place daily (when sporting events are not taking place). www.millenniumstadium.com
- ▶ **Cardiff Castle** was built on the site of an old Roman Fort and was the home to 3 Marquises of Bute, the wealthy landowning family who shaped the city of Cardiff to make it the prosperous and cosmopolitan city it is today. The castle has been given to the City of Cardiff and its people, so you can now enjoy the beautiful interior of the castle and surrounding parklands of Bute Park. www.cardiffcastle.com
- ▶ **National Museum and Gallery** Two wealthy Welsh sisters gave their large art collection to the museum and gallery, resulting in Cardiff owning one of the largest collections of Impressionist paintings outside Paris, with works by Renoir, Monet and Cézanne on display. (Free entry, closed Mondays). www.museumwales.ac.uk
- ▶ **Museum of Welsh Life** is located 4 miles outside the city centre, but is definitely worth a visit. This museum is free and open to the public every day. The majority of the museum is open air and it is one of Wales's most popular heritage attractions. It tells the history of Wales and its people with a collection of old houses and shops. The grounds also host theatrical events in the summer months. www.museumwales.ac.uk/en/stfagans

Student Discount Cards

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

International Students' Identity Card (ISIC)

This card can be purchased for £9 at the STA Travel shop in the city centre. It is available to any full-time student and entitles you to discounts on charter flights, some accommodation, admission to art galleries, museums and cinema tickets. To obtain an ISIC card you need a passport-sized photograph and proof that you are a full-time student at Cardiff University.

STA Travel, 11 Duke Street, Cardiff, CF20 1AY
www.statravel.co.uk

Further information on discount of student travel can be obtained from the International Student Travel Confederation (ISTC).
www.isic.org

NUS/Identity Cards

Your identity card, which will be issued to you at enrolment, is used to gain access into libraries, to prove that you are a student of Cardiff University. This card also proves that you are a member of the NUS (National Union of Students) and entitles you to various discounts in shops, cinemas and restaurants.

Religion and Faith

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

Where can I find places of worship in Cardiff?

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

University Chaplaincy

The University Chaplaincy is campus-based and made up of Anglican and Catholic Chaplains. The Chaplains welcome students from all faiths, or none.

They offer advice, support and care, as well as supporting student groups and organising a regular programme of worship, lectures and social events.

For further information about the Chaplaincy and all denominations and faiths, including details of their places of worship near the University, see www.cardiff.ac.uk/chaplaincy

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

Buddhism

- ▶ Cardiff Serene Reflection Meditation Group, Mackintosh Community Centre, Arran St (off City Road). (The Order of Buddhist Contemplatives (Soto Zen)). www.cardiffserenereflection.org
- ▶ Cardiff Vajrayana Buddhist Groups. www.aroter.org

Christianity

- ▶ St. Andrew & St. Teilo (Anglican), Corner of Woodville Road and Flora Street, Cathays. www.standrewandstteilo.org.uk
- ▶ Woodville Baptist Church, Crwys Road, Cathays. E-mail: www.woodybap.org.uk
- ▶ St. Peters (Catholic). St. Peters Street, Roath. www.stpeters-roath.co.uk
- ▶ Cathays Methodist Church, corner of Crwys Road and Fanny Street, Cathays. www.cathays.cx



Hinduism

- ▶ Shree Kutchi Leva Patel Samaj, Mardy Street, Grangetown.
- ▶ Swaminarayan Temple, Merches Place, Grangetown. www.swaminarayanwales.org.uk

Islam

- ▶ Shah Jalal Mosque (& Cultural Centre), Crwys Road, Cathays.
- ▶ Darul Isra (Muslim Community Centre), 25 Wyeveer Road, Cathays. www.ukim.org.
- ▶ Al-Manar Centre, 2 Glynrhondda Street, Cathays.

Judaism

- ▶ Cardiff Reform Synagogue, Moira Terrace. www.cardiffreformsyn.org.uk
- ▶ Cardiff United Synagogue, Brandreth Road, Penylan. www.cardiffshul.org

Sikhism

- ▶ Sri Dasmais Singh Sabha Gurdwara Bhatra Sikh Centre, 97-103 Tudor Street, Cardiff.
- ▶ Nanak Darbar Bhat Sikh Temple, 18 Copper Street, Adamstown.



Bringing your family to Cardiff



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

- ▶ Your family's immigration - how to get a dependants' visa p48
- ▶ Financial requirements for a dependants' visa p49
- ▶ Finding family accommodation p49
- ▶ Family healthcare in the UK p50
- ▶ Childcare and schooling for your children p50



Can I bring my family to the UK?

If you have entered the UK on a Tier 4 general student visa and you are studying on a course for more than 6 months then certain members of your family can apply to come to the UK as your dependants. These include your wife or husband or civil partner or unmarried or same sex partner and children. For more information on the definition of civil partnership/unmarried or same sex partner, please see: www.ukcisa.org.uk/student/info_sheets/your_family.php#t4

Students coming to study for 6 months or less are not allowed to bring their family to the UK as their dependants.

Plan ahead

You must make your preparations well in advance. It is particularly important that you ensure that your finances are arranged and that you have organised suitable accommodation for you and your family. First find a place to live! We strongly advise you not to bring your family to Cardiff until you have suitable accommodation for them, which may mean travelling to the UK alone and making arrangements for your family to join later.

Your family can apply for their dependants' visa to join you in Cardiff, as long as they apply for their dependants' visa in the same country that you applied for your student visa (i.e. your home country.)



In order to obtain a dependants' visa to come to the UK, you and your family must meet all of the following conditions:

- ▶ You all must intend to live together as a family
- ▶ You do not intend to stay in the UK longer than the period you are given
- ▶ In the case of children, both parents will be lawfully living in the UK, rather than abroad
- ▶ You have never previously broken UK immigration law
- ▶ You have sufficient funds held in a bank account or an account with an official regulated financial institution to pass the strict financial requirements, (see below for more detail).

How much money do I need for myself and my family?

You must have sufficient funds to pass the maintenance test of £400 a month for **each** dependant that you bring with you for up to a maximum of 9 months. Thus, if you are coming to the UK with your partner and 1 child to study a 12 month postgraduate course, you must show that you have £7,200 plus the amount of money for your own support of £5,400 plus your 1st year tuition fees. The money can be held by the dependant, or you, or (if the dependant is your child) the child's other parent (but only if the other parent will come to the UK too).

Can I make any deductions if I am receiving money from an Official Financial Sponsor?

Yes, if you are receiving money to cover your tuition fees or living costs you can deduct the sum they promise to provide from the amount of money you need. If your sponsor is prepared to cover the full financial costs of your dependants as well as your costs, then you can deduct this amount from the amount of money you need. But only if your financial sponsor is one of the following:

- ▶ Any government
- ▶ British Council
- ▶ An International Organisation
- ▶ A company
- ▶ A University

You must provide a letter from your official sponsor stating this. For more information on the precise instructions about the format of the letter, see p5 of this document.

What evidence do I need from the bank or financial institution?

You or your dependants need to provide a personal bank statement covering a 28-day period. The money will have to have been in the account for a minimum period of 28 days (and that 28-day period must not have ended more than a month before they apply). For further information on what that bank statement must show see p6 of this document.

What application forms do my dependants need to complete?

To apply for entry clearance, they need to complete application form VAF10, which you can download from:

www.ukvisas.gov.uk/en/howtoapply/vafs/

You should also refer to the 'PBS Dependant Guidance Notes' that are available on the same web page, when completing the form, and the 'Points Based System - Dependants Policy Guidance'

www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/pbsdependantspolicy.pdf

For further advice see:

www.ukcisa.org.uk/student/info_sheets/your_family.php#t4

What types of family accommodation are available?

University Flats for couples and families

There is a small number of University flats available for couples without children and for couples with children, in the first year of study. There is a very limited number of this type of residence.

Private family accommodation

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

www.cardiff.ac.uk/for/prospective/residences/studentsummerresidences/student-summer-residences.html

For information on up-to-date lists of private flats and houses for rent, see:

www.cardiff.ac.uk/resid/privatesector

You will need your Cardiff University username and password to obtain the online private accommodation lists.



Child care and schooling



Will my family be entitled to healthcare in the UK?

As long as your course lasts 6 months or more, your wife/husband and children under 16 (under 19 if still at school or college) can get free healthcare treatment from the NHS, so they should register with a doctor in the same way as you when they arrive in the UK. Otherwise, you and your family are only entitled to limited free NHS treatment. You will have free emergency hospital treatment but only the treatment given in a NHS Accident and Emergency department is free of charge. So it is very important that you take out medical insurance for the duration of your visit to the UK. For more information, see p8.

Dental Treatment

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



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

If you have entered the UK on a Tier 4 general student visa and you are studying on a course at degree level for more than 6 months then your dependant partner should be allowed to work full-time. For further advice see: www.ukcisa.org.uk/student/working_during.php#family_work

Child care and schooling for your children

Pre-school Children

The University Day Care Centre provides crèche facilities for children aged 10 weeks to 5 years and is open between 0800 and 1800 Monday – Friday most of the year. The cost of full-time care is dependent on the age of your child. **Please note that childcare at the University Day Care Centre is not included in your tuition fees and is your responsibility to arrange payment for your child's care.** You may be able to get some help with childcare fees.

For more information about the possibility of obtaining financial support for childcare costs please contact the Student Support Centre, studentsupportcentre@cardiff.ac.uk

The centre caters for up to 64 children. Demand for places is extremely high and you are advised to apply for childcare as soon as you know you are bringing young children to Cardiff.



Tel: +44 (0) 29 2087 4135
Email: crèche@cardiff.ac.uk
www.cf.ac.uk/crèche

Schooling for Children

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

Finding a school

It is not possible to register your child at a school before you have an address in the UK.

For further information and a list of the LEA schools in and around Cardiff see: www.cardiff.gov.uk/schools

Primary Education - Infant and Junior Schools (Ages 5-11)

This stage of education is based on a system of neighbourhood infant and junior schools for pupils up to the age of 11.

Secondary Education - Comprehensive School Education (Ages 11-18)

Admissions to Cardiff County Council secondary schools are dealt with by the County Council itself. The choice of secondary school is dependent on where you are living in Cardiff.

Information on all schools in Cardiff can be obtained from the Pupil and Student Services Department.

Tel: +44 (0)29 2087 2837
http://sites.cardiff.gov.uk/ysgol/Schools/SchoolSearch/DoSchoolSearch.asp?School_type=s

Children for whom English is a second language

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

Useful Information

Useful Websites

Cardiff

www.cardiff.ac.uk
www.visitcardiff.com

Education

UCAS – www.ucas.ac.uk

UK Council for International Education. Check their online guidance information notes for international students. www.ukcisa.org.uk

Information on admission procedures and guidance to students. www.direct.gov.uk

Embassies

Information on embassies around the world
www.embassyworld.com

Health

www.nhsdirect.nhs.uk

Immigration

www.ind.homeoffice.gov.uk/studyingintheuk/
www.ukvisas.gov.uk/en/howtoapply/infs/inf5students

Foreign and Commonwealth Office –
www.fco.gov.uk
www.ukcisa.org.uk/student/immigration.php

Insurance

Endsleigh Insurance Company
www.endsleigh.co.uk

Language

International English Language Testing System (IELTS) – www.ielts.org

Tourist information on the UK

Interactive map of the UK –
www.multimap.com
Tourist information – www.visitbritain.com

London

London Guide - www.ukguide.org/london.html
London Tourist Board – www.londontown.com
London Transport –
www.tfl.gov.uk/journeyplanner
Accommodation in London – www.ish.org.uk

Money

Currency converter – www.xe.com/ucc
The budget planner – www.studentmoney.org

Travel

www.thetrainline.com
www.nationalexpress.com



Useful contacts

International Office

T: +44 (0) 29 2087 4432
Fax: +44 (0) 29 2087 4622
Email: international@cardiff.ac.uk
www.cardiff.ac.uk/international/arrive

Residences Office

T: +44 (0) 29 2087 4849
Email: residences@cardiff.ac.uk
www.cardiff.ac.uk/cserv

English Language Support

T: +44 (0) 29 2087 6587
Fax: +44 (0) 29 2087 6141
Email: elt@cardiff.ac.uk
www.cardiff.ac.uk/elt

Student Support Centre

T: +44 (0) 29 2087 4844
Email:
studentsupportcentre@cardiff.ac.uk
www.cardiff.ac.uk/studentsupport

Enrolment Team

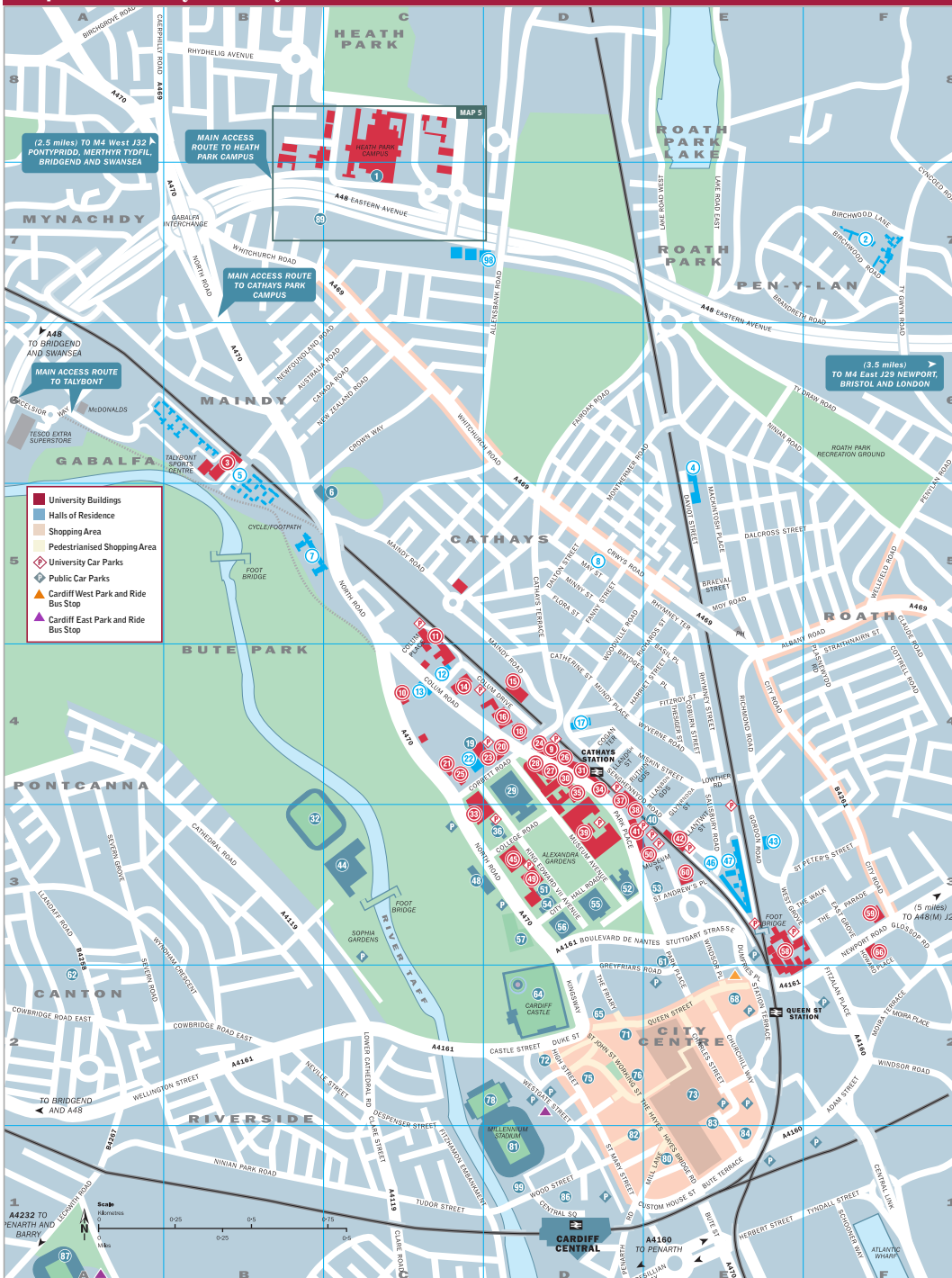
T: +44 (0) 29 2087 6211
Email: enrolment@cardiff.ac.uk
www.cardiff.ac.uk/regs/enrolment/essential

Finance Office

T: +44 (0) 29 2087 9262/6918/4962
Email: fees@cardiff.ac.uk
www.cardiff.ac.uk/fince.students

Map of the University and its surroundings

Map 4 University and City Centre



Additional Information		Street	
All Nations Centre	87	Adams Street	F2
British Council	E 53	Albany Road	F2
Cardiff International Arena	E 84	Allenbrook Road	F2
Cardiff Library	E 80	Australia Road	B6
Central Police Station	D 54	Bala Road	F2
City Hall	D 54	Birchwood Lane	F2
Coach Station	D 86	Birchwood Road	F2
Law Courts	D 56	Birchwood Road	F2
Post of Office/Queens Arcade	D 71	Bridges Road	F2
Temple of Peace	D 36	Bridges Road	F2
University of Wales Registry	D 51	Bute Street	F2
Royal Welsh College of Music and Drama	E 48	Calphay Terrace	F2
Welsh Assembly Government Offices	D 29	Cathedral Road	F2
Welsh Assembly	Map 2 02 96	Cardiff Road	F2
Hospital		Colony Drive	F2
University Hospital/Accident and Emergency Unit	C 7	Colony Road	F2
Attractions		Colony Road	F2
Cardiff Bay Visitor Centre	Map 2 02 97	Colony Road	F2
Cardiff Castle	D 84	Colony Road	F2
Llandaff Cathedral	Map 2 02 96	Colony Road	F2
National Museum and Gallery of Wales	D 52	Colony Road	F2
Techniquem	Map 2 02 96	Colony Road	F2
Theatres		Colony Road	F2
New Theatre	E 63	Colony Road	F2
Sherman Theatre	E 40	Colony Road	F2
Chapter Arts Centre	A 62	Colony Road	F2
Concert Halls		Colony Road	F2
St David's Hall	D 76	Colony Road	F2
University Concert Hall	C 19	Colony Road	F2
Wales Millennium Centre	Map 2 02 96	Colony Road	F2
Cinemas		Colony Road	F2
Cineworld	E 82	Colony Road	F2
Odeon	Map 2 02 96	Colony Road	F2
Vue	D 99	Colony Road	F2
Sport		Colony Road	F2
Athletic Stadium	Map 2 03 88	Colony Road	F2
Cardiff Blues RFC	A 87	Colony Road	F2
Cardiff City FC	D 87	Colony Road	F2
Cardiff RFC	A 87	Colony Road	F2
Cardiff Tennis Club	D 57	Colony Road	F2
Glamorgan County Cricket Club	C 32	Colony Road	F2
Maindy Athletic Stadium/Swimming Pool	C 5	Colony Road	F2
Millennium Stadium	D 81	Colony Road	F2
Superbowl	Map 2 04 91	Colony Road	F2
Welsh Institute of Sport	C 34	Colony Road	F2
Shopping		Colony Road	F2
Capital Centre	D 62	Colony Road	F2
Casle Arcade	E 28	Colony Road	F2
Central Market	D 75	Colony Road	F2
Queen's Arcade	D 71	Colony Road	F2
Queen's West	D 85	Colony Road	F2
Royal Arcade	D 62	Colony Road	F2
St David's Centre	E 73	Colony Road	F2
Residences		Colony Road	F2
Abercromby Hall	C 12	Colony Road	F2
Albans Hall	C 22	Colony Road	F2
Allenbrook House	D 98	Colony Road	F2
Cardiff City Hall	E 4	Colony Road	F2
Colman Hall	C 13	Colony Road	F2
Gordon Hall	E 43	Colony Road	F2
Hodge Hall	D 17	Colony Road	F2
Roy Jenkins Hall	D 5	Colony Road	F2
St David's Hall	C 37	Colony Road	F2
St David's Hall	E 46	Colony Road	F2
Talybont North/South	B6	Colony Road	F2
Talybont Court	B6	Colony Road	F2
University Hall and Conference Centre	F 2	Colony Road	F2
Libraries		Colony Road	F2
Abercromby & Guest	C 11	Colony Road	F2
Arts & Social Studies	D 18	Colony Road	F2
Bute & Architecture	A 45	Colony Road	F2
Duffin Library	Map 12 12	Colony Road	F2
John Hodge Study Centre	C 14	Colony Road	F2
Law	D 4	Colony Road	F2
Legal Practice Library	A 28	Colony Road	F2
Medical Sciences	D 39	Colony Road	F2
Biomedical Sciences	D 39	Colony Road	F2
Science	D 39	Colony Road	F2
Senhennydd	E 42	Colony Road	F2
Teitvick	E 58	Colony Road	F2

Cathays Park Campus (Map 4) Tel Switchboard: 011 252 2211

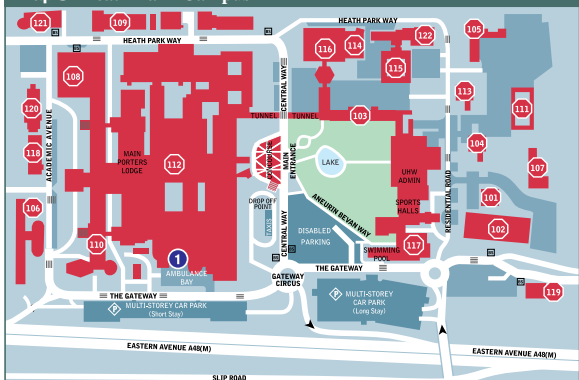
Abercromby Building	Cs 31	CUBRIC	Ds 30	Graduate Centre	Ds 38	Nursing and Midwifery	Fs 59	Security Centre	Ds 42
ARCA	Ds 32	Day Care Services	Ds 61	Graduate Schools	Ds 31	Occupational Safety and Health	Ds 37	Social Sciences	Ds 63, Ds 65, Ds 31, Ds 42, Ds 59
Architecture	Ds 32	Deri House	Cs 60	Health Centre	Ds 37	Optometry and Visual Sciences	Ds 15	Sports	Ds 32
Biosciences	Ds 42, Fs 39, Ds 39	Development and Alumni Relations	Fs 60	History & Archaeology	Ds 36	Pharmacy	Cs 33	• Fitness and Squash	Ds 32
Business School	Cs 21	Earth and Ocean Sciences	Fs 39	Humanities Building	Fs 66	Physics and Astronomy	Fs 58	• Llanrumney Playing Fields	Ds 32, Ds 33
Bute Building	Ds 42	Engineering	Fs 58	IT Services	Ds 41	Planning	Ds 38	• Talbot	Ds 32
Careers Service	Ds 25	English Communication	Ds 16	Journalism, Media and Cultural Studies	Fs 66	Psychology	Ds 42, Ds 37	Student Recruitment and Web Division	Ds 32
Centre for Advanced Studies in the Social Sciences	Ds 41	English Communication Philosophy Studies	Fs 66	Internal Audit Unit	Fs 65	Purchasing	Fs 66	Student Support Centre	Ds 32
Centre for Professional Studies	Ds 28	European Studies	Ds 14	Joint Annual Dinner	Ds 34	Queen's Buildings	Ds 38	Students' Union	Ds 32
Chaplaincy	Ds 44, Ds 10, Ds 26	European Studies (European Languages and Politics)	Ds 14	Law	Ds 34	Redwood Building	Cs 33	Tower Building	Ds 32
Chemistry	Ds 37, Fs 50, Ds 39	Eye Clinic	Ds 24	Life Sciences Learning	Ds 32	Religious and Theological Studies	Cs 33	Trivett Building	Fs 32
City and Regional Planning	Ds 49	Finance Division	Fs 66	Main Building	Ds 39	Registry	Fs 66	Welsh	Ds 32
Communications and International Relations Division	Fs 60	Glamour Building	Ds 49	Mathematics	Ds 32	Research and Commercial Division	Fs 66	Welsh Centre for Postgraduate Pharmaceutical Education	Ds 32
Computer Science	Fs 58	Gloucester and Compliance	Fs 66	McKenzie House	Fs 66	Residences and Catering	Ds 33		

Heath Park Campus (Map 5)

The University shares the Heath Park Campus with the University Hospital of Wales (UHW).									
Brecknock House	101	Dental School/Hospital	106	Medical School	110	Pembroke House	113	Tenovus Building	114
Cancer Genetics Building	121	Glamorgan House	107	Mouthmouth House	111	Postgraduate Medical and Dental Education	122	Ty Dewi Sant Building	111
Cardiff Medicentre	102	Healthcare Studies	116	Newydd Merionnydd	122	Radnor House	115	Ty Maeth	115
Cardigan House	103	Heny Wellcome	109	New Lecture Theatre complex	114	Sports & Social Club	117	Wales Heart Research Institute	120
Carmarthen House	104	Research Building	108	NHS Liaison Unit	103	Student Support Centre	103		
Derbham House	105	Institute of Medical Genetics	109	Nursing & Midwifery	116				

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Map 5 Heath Park Campus



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Guide for International Students 2010



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