



Welcome

At UCA, we're devoted to your creative journey. We have a long history of nurturing unique communities of artists, designers, architects, writers, animators, filmmakers, illustrators, photographers, actors, creative business leaders and more, and are proud to say that 96.9% of our graduates are employed or in further study within six months.

Oscar and BAFTA-winning filmmakers and animators, world-renowned fashion designers, Turner Prize nominees, Stirling Prize winners and leading craft artists are just some of our high-profile alumni who've enriched the world with their talent.

With the creative industries currently employing almost two million people in the UK* – a number which is still growing – we know that all kinds of businesses are looking for talented, highly skilled graduates. That's exactly what we do at UCA – help and support you every step of the way.

We pride ourselves on being 100% creative. We've provided students with unparalleled creative education for over 160 years, and we now have over 7,800 students studying on more than 120 courses. We've been named Modern University of the Year and are the highest ranked Specialist Arts Institution in the UK**.

We'll support you throughout your studies, whether you come to us to study at pre-degree, undergraduate or postgraduate level. Our talented team of academics and technicians have a wealth of industry experience

and contacts which will help prepare you for a career in the creative industries. Your wellbeing is just as important as your learning experience, so our specially trained staff are on hand to give advice and guidance throughout your journey, and our award-winning Students' Union will help to make your time with us an enjoyable and fulfilling experience.

Each campus offers its own uniquely inspiring surroundings. Our distinctive edge against larger multi-disciplinary universities comes from our complete focus on the business of creativity, which is not compromised by sharing facilities with other subjects. We offer cutting-edge equipment, a wealth of resources and inspiring environments to support your learning and fully prepare you for a successful career in the creative industries.

As a tight-knit and creative community, we value freedom of expression, experimentation, active collaboration across disciplines and backgrounds, rigour in our thinking and practices, and informed engagement with, and shaping of, the world around us.

I invite you to join us – together we will create your future.

This guide is organised chronologically to help you work out what you need to do before and after you have arrived to study with us. Contact details are included in the guide – please let us know at any time if you have any questions or concerns.



Professor Bashir Makhoul
Vice-Chancellor

Sources:

*DCMS Sector Estimates: Employment & Trade, July 2017

**The Times and Sunday Times Good University Guide 2019

You'll be part of a creative community that cares about your studies, your wellbeing and your success.

You'll have access to our specialist facilities and expert tutors so you can fulfil your creative potential.

You'll live, work and learn in the inspiring surroundings of our beautiful campus locations.

You'll build a network of industry contacts and gain valuable work experience on our practical, industry-focused courses.



Modern University of the Year

Times & Sunday Times Good University Guide 2019

The Modern University of the Year title was awarded to UCA for the ground-breaking work that the University is doing through its newly-established Business School for the Creative Industries, in addition to its excellent graduate employment record and levels of student satisfaction.

No.1 & No.1

**No.1 Specialist Arts
Institution in the UK**

(Times & Sunday Times Good University Guide 2019)

**UK's No.1 specialist
creative university for
employment of graduates**

(DLHE survey 2018)

Top 10 & Top 35

**Amongst the top 10 in the
UK for teaching quality**

(National Student Survey 2018)

**Top 35 of all
UK Universities**

(Times & Sunday Times Good University Guide 2019)

96.9%

**of our graduates in employment
or further study within six
months of graduating**

(DLHE survey 2018)

160

**Over 160 years
of providing
creative education**

2nd

**Second largest provider of
creative education in Europe**



South East England



UCA Canterbury
New Dover Road
Canterbury
Kent
CT1 3AN
+44 (0) 1227 817302

UCA Epsom
Ashley Road
Epsom
Surrey
KT18 5BE
+44 (0) 1372 728811

Our campus communities

Our campus communities are the lifeblood of UCA. Each one reflects a unique blend of specialist creative courses – step through the doors and you'll find an impressive array of high-spec equipment and resources at your fingertips.

Studying at any one of our locations means that you'll be part of a community that cares about your studies, your wellbeing and your success. You'll learn in the inspiring surroundings of our beautiful campus locations, each of which has its own rich culture of creativity.

Take a tour

Visit our website to take a 360-degree tour of our campuses.

UCA Farnham

Falkner Road
Farnham
Surrey
GU9 7DS
+44 (0) 1252 722441

UCA Rochester

Fort Pitt
Rochester
Kent
ME1 1DZ
+44 (0) 1634 888702

Maidstone Television Studios

Vinters Business Park
New Cut Road
Maidstone
Kent
ME14 5NZ

Royal School of Needlework (RSN)























Apartment 2a
Hampton Court Palace
Surrey
KT8 9AU

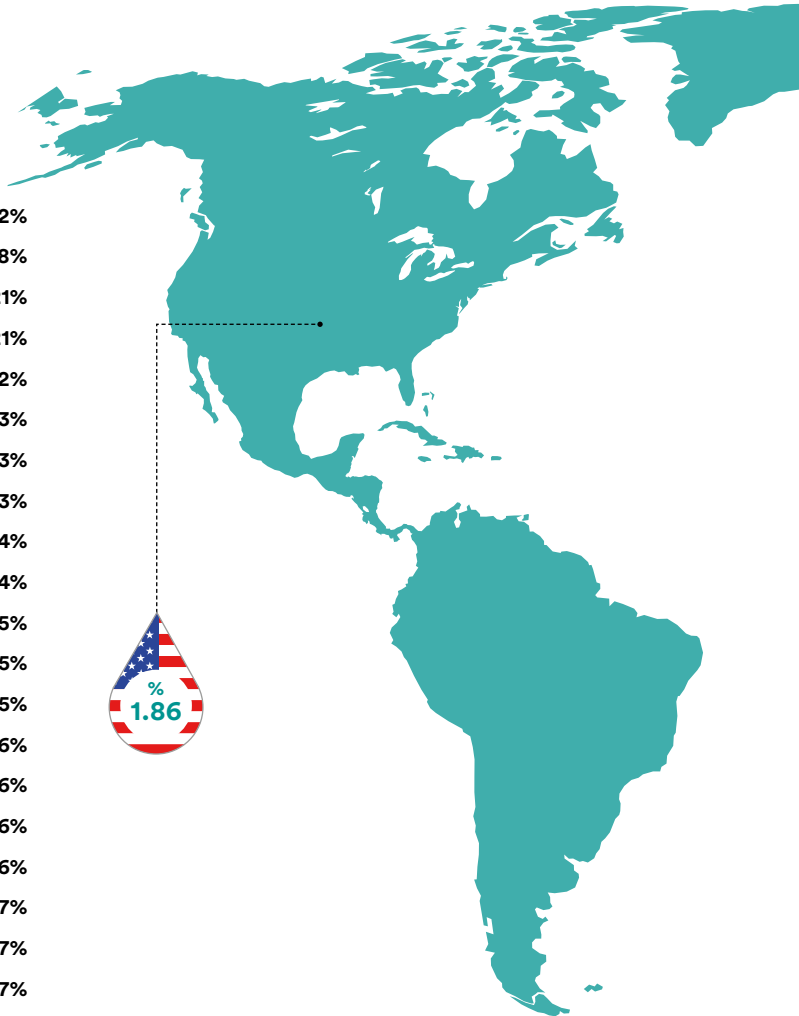
Our international community

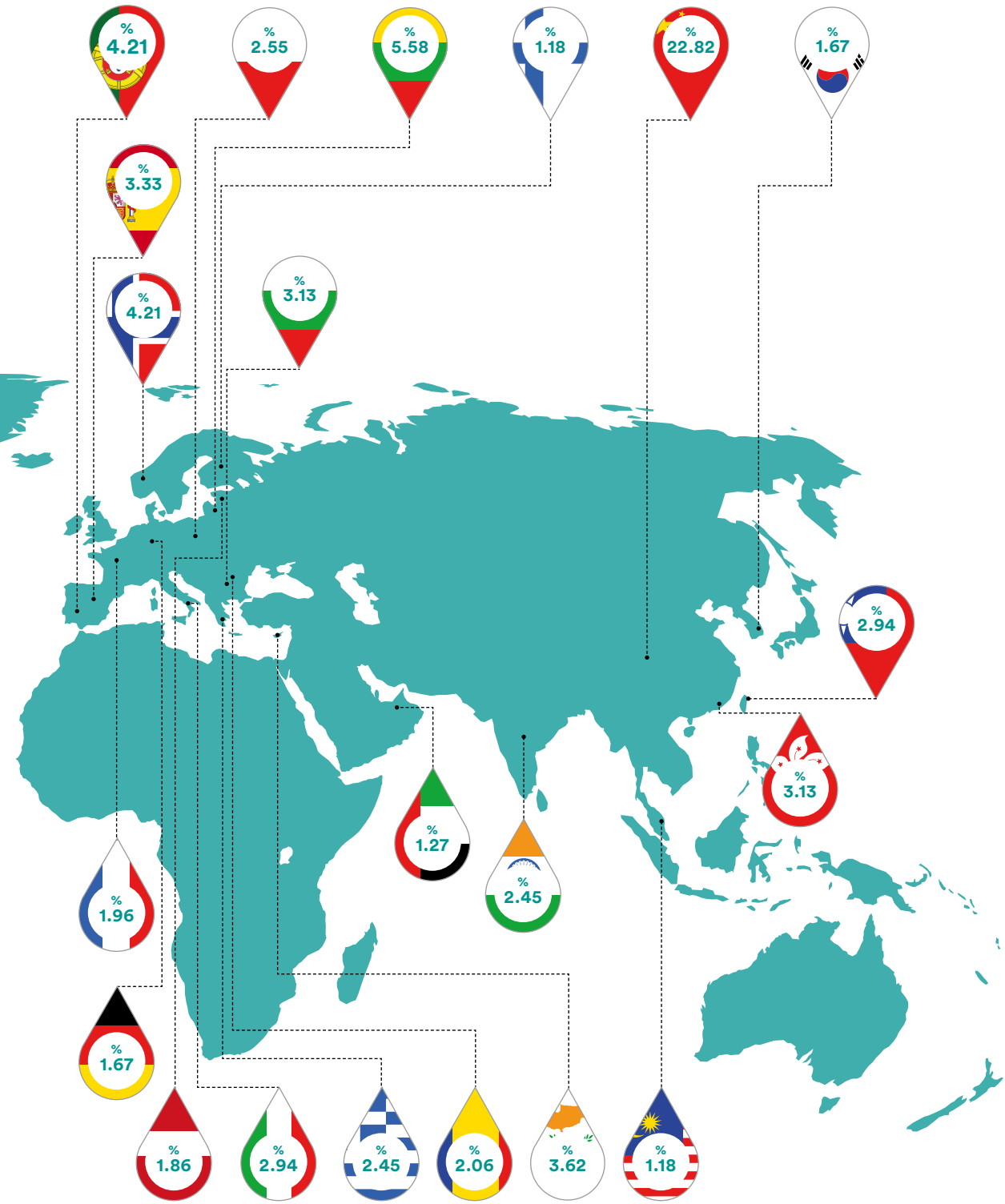
As the second largest provider of specialist creative arts education in Europe, we offer a truly global perspective in creative education.

21.2 per cent of our student population comes from outside the UK – our diverse international community currently includes students from 93 nations across the world.

Percentage of international student population (by country of origin):

	China	22.82%
	Lithuania	5.58%
	Norway	4.21%
	Portugal	4.21%
	Cyprus	3.62%
	Spain	3.33%
	Bulgaria	3.13%
	Hong Kong	3.13%
	Italy	2.94%
	Taiwan	2.94%
	Poland	2.55%
	Greece	2.45%
	India	2.45%
	Romania	2.06%
	France	1.96%
	Latvia	1.86%
	USA	1.86%
	Germany	1.67%
	South Korea	1.67%
	UAE	1.27%
	Finland	1.18%
	Malaysia	1.18%
	Other (71 countries)	21.94%





Discover UCA

First things first

First things first



12–13

Accommodation

Accommodation



14–17

Paying your tuition fees

Paying your tuition fees



The Immigration Health Surcharge



18

The Immigration Health Surge

Paying your tuition fees



The Immigration Health Surcharge



19

Preparing to move


Preparing to move



20–21

Meet and Greet airport pick-up service

Meet and Greet airport pick-up service



Staying safe and healthy



22

Staying safe and healthy

Meet and Greet airport pick-up service




Staying safe and healthy



23

Working in the UK



Working in the UK



24–25

English for the Creative Industries

English for the Creative Arts



26–27

Jump to the information you need



After you have arrived

After you have arrived

28–29

Collecting your BRP

Collecting your BRP

Physical enrolment

30

Physical enrolment

Collecting your BRP

Physical enrolment

31

Monitoring your attendance

Monitoring your attendance

Opening a bank account

32

Opening a bank account

Monitoring your attendance

Opening a bank account

33

Student support services

Student support services

34–35

Budgeting for the UK

Budgeting for the UK

36–37

Cost of living

Cost of living

38–39

Totum and Student ID Card

TOTUM and Student ID Card

40–41

Connect with us

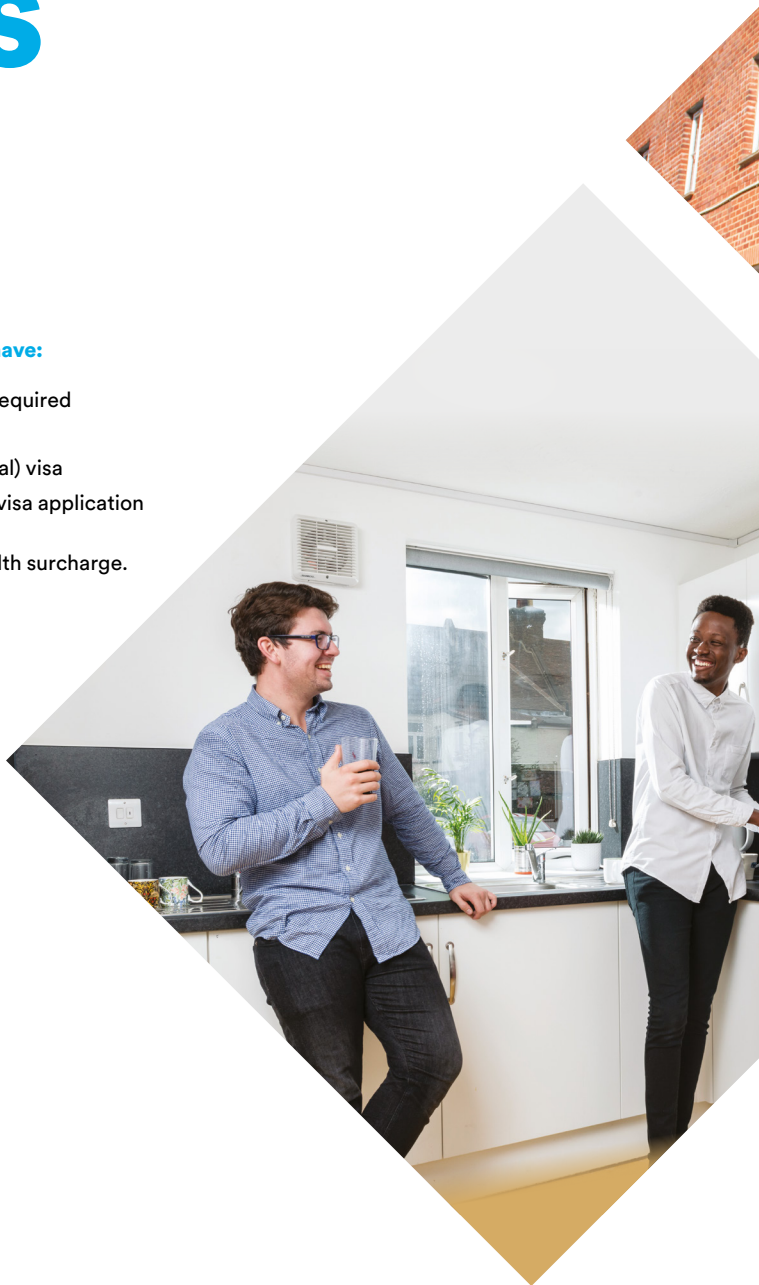
Connect with us

42–43

First things first

By the end of this section you should have:

- Applied for UCA accommodation, if required
- Paid your deposit, if required
- Found out if you need a Tier 4 (General) visa
- Started to prepare evidence for your visa application and learnt what a CAS is
- Found out about the immigration health surcharge.





Accommodation

Staying in our accommodation provides you with an opportunity to get to know other students, make new friends, and settle into university life more quickly.

Am I guaranteed a room in university accommodation?

New international students are guaranteed a place in our accommodation, but you must apply by submitting your accommodation application before 14 May 2019. The following groups of students will also be given priority when applying for our accommodation:

- Any student with a disability or significant vulnerability, in particular those with a mobility or sensory difficulty. If this applies to you, please contact our Accommodation Services as soon as possible
- New students whose home address is the greatest distance from the campus.

How do I apply for UCA accommodation?

You can make your accommodation application by logging in to our accommodation website:

uca.ac.uk/accommodation

When can I apply for accommodation?

When you have firmly accepted your offer to study with us, you can apply for UCA accommodation. We accept applications from 13 March to 14 May, so it is important to apply at this time, even if you do not yet have an unconditional offer. Our Accommodation Office will offer rooms after 22 May. You must accept the room offer and pay a £300 advance payment by the date we specify on your offer (usually seven days after you are issued an offer), otherwise it will be withdrawn and you will not be able to live in campus accommodation. The £300 will be used towards payment of your residence fees after you move into campus accommodation. If you decide you don't want to live in UCA accommodation, and notify us in writing at least two weeks before your contract date, we will refund the full £300.

IMPORTANT: If you are doing a Pre-Sessional English course in the summer and want to apply for UCA accommodation for your main course starting in September, you will need to submit two separate applications and still need to apply for this between 13 March and 14 May.



Online accommodation induction

Before you are due to arrive and start your course, you will receive an email asking you to log on to the accommodation system and complete an online induction. This contains very important information about life in our accommodation which will help to keep you safe and comfortable – it is important you complete it before you arrive.

After you have finished the online induction, you will be asked to book an arrival time, so that the Accommodation Office knows when you will be arriving and can make sure that your accommodation and keys are ready for you.

How much will my accommodation cost?

The cost of accommodation varies, depending on the size of the room you choose to apply for and the length of your course. For full details of accommodation and costs, visit:

uca.ac.uk/accommodation

What is included in the cost?

The residence fees (accommodation costs) include:

- Electricity
- Water
- Heating
- Gas
- Lighting
- Internet
- Contents insurance.

Are there other costs I should be prepared for?

You should be aware of the following costs in addition to your residence fees:

- TV licence – if you intend to bring a TV, or watch TV from your computer, you will need a TV licence. Details of how to purchase a TV licence can be found at www.tvlicensing.co.uk
- Bills for your mobile phone.

Your accommodation contract allows you to move into your accommodation a few days before your course starts, and will allow you to stay during Christmas/New Year and Easter.

Is there alternative accommodation available?

Yes – we support all students who choose to live in private accommodation.



All new students should be aware that it can be difficult to find and rent private accommodation. We highly recommend that all new students apply for accommodation on campus for their first year of study.

See our Guide to Private Accommodation, which can be found on our website:

uca.ac.uk/life-at-uca/accommodation/private-accommodation

Is there anything else I need to know about private accommodation?

Normally the agreement for renting private accommodation is for 52 weeks, and does not usually include electricity for heating and lighting, water, gas, telephone bills or the internet. Costs to travel from private accommodation to campus should also be considered.

How much will UCA accommodation cost?

Residence fees can either be paid in full in advance, on arrival, or in instalments as set out in the accommodation agreement. Payment can be made online by debit/credit card. Visit:

payonline.ucreative.ac.uk

Alternatively, you can pay by debit/credit card, or make a recurring credit card payment over the telephone or in the Cashier's Office at your campus.

What type of university accommodation is available?

All are single occupancy bedrooms, with shared kitchen and bathroom facilities. En-suite rooms are available on some campuses.

Are residences male-only or female-only?

Our accommodation is a mix of male and female residents. If you would prefer to live in single-gender accommodation, you can request this on your accommodation application.

Are bed linen, towels and kitchen utensils provided?

These are not available as standard. If you would like to buy these items before your arrival, please visit [this website](#) or a company offering a similar service (please note that we cannot accept responsibility for items purchased through this website, or their delivery). We recommend that all students take appropriate steps to ensure they have comfortable bedding when they arrive in the UK.

What are the security arrangements for UCA accommodation?

Security & Student Wardens are on duty when the Accommodation Office is closed, so that you are always able to contact someone if there is a problem. More information on who to contact on your campus will be provided when you arrive.

Is there anything I should know about arriving on campus to move into my accommodation?

We recommend that you arrive on campus to move into your accommodation during daylight hours. Where possible, we encourage you to plan your travel to suit this. More information will be sent to you prior to the start of the academic year, which will give you exact details of where to go when you arrive on campus, and who to contact if you need assistance.

For more information, please contact our Accommodation Services on:

Canterbury:

canterburyaccommodation@uca.ac.uk

Epsom:

epsomaccommodation@uca.ac.uk

Farnham:

farnhamaccommodation@uca.ac.uk

Rochester:

rochesteraccommodation@uca.ac.uk

Paying your tuition fees



Once you have firmly accepted your offer to study with us, if you require a Tier 4 visa to study, you will need to pay a tuition fee deposit of £2,500. You can pay this using our online payment system (available 24 hours after you accept your offer with us) or by bank transfer using Western Union.

When we receive your deposit we will confirm this by email, and we will inform you of the immigration-related information that we require from you in order to issue your Confirmation of Acceptance for Studies (CAS) number.

Using this [ucreative.ac.uk/international](https://www.ucreative.ac.uk/international) you can:

- Pay your deposit
- Pay your deposit and tuition fee in full
- Pay your deposit and tuition fee in two instalments (in September and January)
- Pay your deposit and tuition fee in six instalments (spread across your first six months).

If you want to pay by bank transfer, you should visit the website of Western Union, who have an agreement with us.

Please [click here](#) to access their website.

When you use the above link you should follow the instructions and specify how much you wish to pay to us. You will then receive a quote which you need to pay via your bank as instructed. Please note that it may take several days before this money reaches our account.

Remember, if you want to pay the discounted fee, you will need to pay your tuition fees in full before you enrol.

To find out more about paying your deposit and tuition fees [click here](#).

The Immigration Health Surcharge



Non-European Economic Area (EEA) nationals who apply to come to the UK to work, study or join family for a period of more than six months must pay the Immigration Health Surcharge. It must also be paid by non-EEA nationals who are already in the UK and apply to extend their stay. If you are making an immigration application online, you will need to pay the Immigration Health Surcharge as part of the application process.

The surcharge is £300 per year for Tier 4 (General) students plus any time granted after your course finishes. For example, if you are a student who will be enrolling on a three-year programme, you will be expected to pay £1050 in advance (three years plus four months extra). Dependants will pay the same amount as the main applicant.

If, for any reason, your immigration application is unsuccessful, the surcharge will be refunded. If your visa is granted but you do not use the National Health Service (NHS) during the time of your visit in the UK, the surcharge will not be refunded. If you leave your course early or change your visa you will not be refunded.

The surcharge will cover the entire period of permission to stay in the UK. You will be able to access the NHS in the same way as a permanent UK resident. Nationals of Australia and New Zealand are now also required to pay the surcharge.

Details on the surcharge regulations are [available online](#).

IMPORTANT: You must pay the surcharge in full before you submit your Tier 4 (General) application.



Preparing to move

By the end of this section you should have:

- Booked our Meet and Greet Service
- Reserved your place on our International and EU welcome event
- Learnt about healthcare and safety in the UK
- Learnt about working in the UK
- Prepared for what to bring
- Prepared for clearing customs
- Learnt about feeling at home in the UK
- Started the 'Prepare for Success' module
- Enrolled online.



Meet and Greet airport pick-up service

We understand that travelling on your own to another country can be daunting. We want to make your journey as simple and stress-free as possible, so we offer all international and EU students our airport pick-up service.

What is the service?

Airport pick-up service is where a taxi driver meets you at the arrivals terminal of Heathrow or Gatwick airport, and then takes you directly to your destination. It is available on designated arrival weekends.

uca.ac.uk/international-study/meet-greet

How does it work?

You can book the Meet and Greet Service using our online booking form, telling us when you will arrive and at which airport. We will then arrange for you to be collected.

Why should I use the Meet and Greet Service?

- Our driver will be waiting to greet you at the airport when you arrive, so you don't need to worry about public transport or finding a private taxi.
- Our minibus representatives will track your flight and know exactly when you will arrive, even if you are delayed
- We know exactly which accommodation to take you to
- You will be able to call our telephone number in case of emergency
- Our International Ambassador team will know when to expect your arrival on campus, and will be ready and waiting for you to move in straight away
- It is much cheaper than booking a normal taxi from the airport (approximately half the price).

Are there other ways to get to campus?

If you would prefer to make your own way to campus, trains and bus services are available that will take you to Canterbury, Epsom, Farnham or Rochester. This will probably take longer than travelling by taxi and may involve changing trains or buses, depending on your route.

International and EU induction event

Our International and EU induction event is held on all campuses each September. It includes a welcome to UCA from a member of our leadership team, and short introductions to studying at your campus and living in the UK from the Students' Union, a Specialist Adviser and member of the global recruitment team. There are also plenty of opportunities for you to socialise with other new students whilst enjoying free food and drink.

We recommend that you book a place on the event as soon as possible, as it is a great chance to meet other new students and get an introduction to being an International/EU student at UCA. If you have any questions about the event, or would like to book, see:

uca.ac.uk/international-study/welcome

or email

internationalwelcome@uca.ac.uk

Staying safe and healthy

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

We recommend that all students are vaccinated against tuberculosis (TB), tetanus, polio, diphtheria, meningitis C and measles, mumps and rubella (MMR). This is necessary to ensure that you are properly protected from potentially serious illnesses. You should check with your doctor before leaving your home country to confirm that your immunisations are up-to-date. Remember that you may need to be tested for TB before travelling as part of your visa application, see the **Documents you must provide** section on our website:

uca.ac.uk/international/visas-and-immigration

Do I need a doctor's report?

If you are having any medical treatment, or if you have had any serious illness in the past, we recommend that you bring a doctor's report with you, written in English. The report should detail the illness, any treatment you have had for it, and any further treatment you require. You will need to give the report to your new doctor in the UK.

Do I need medical insurance?

- If you are studying for more than six months and are not from the EEA or Switzerland, as part of your Tier 4 (General) visa application you will need to pay the Immigration Health Surcharge. This entitles you to free treatment on the National Health Service (NHS). Please note that you may still be asked to pay for some services, such as dental treatment, vaccinations or medicine.
- If you are from the EEA or Switzerland, you should ensure you have a valid European Health Insurance Card, which you can get from your home country's health care system.
- If you are from outside of the EEA or Switzerland, and studying for less than six months, you should obtain health insurance that will adequately cover you for your time in the UK.

What would I need medical insurance for?

Medical insurance can provide you with the security that if something happens to you or a member of your family during your stay in the UK, you would not face extra costs, for example:

- Lost fees if you cannot complete your course due to illness
- The cost of returning home if a relative is ill
- The cost of a relative visiting you in the UK if you fall ill
- The cost of returning to your home country for medical treatment.

A private medical care insurance policy could give you much quicker access to treatment if you need it. 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.

For further advice and guidance, please visit the [UKCISA website](#) for international students.

How do I register with a doctor?

In the UK, non-urgent medical problems are dealt with by a General Practitioner (GP). You need to register with a doctor before you can be treated, so we advise you to do this as soon as possible. You will not need to pay to register or to have a consultation.

Before you can register with a doctor, you will need to request a GP registration letter from us. After you have enrolled in the first week of term, you will have access to our student portal, myUCA. Through myUCA, you will be able to request your GP registration letter.

We will give you full instructions on how to register with a doctor during your induction.

Working in the UK

Can I work in the UK?

Citizens of the EEA/Switzerland can currently work without restriction in the UK. Nationals of Croatia can work in the UK, subject to the Worker Authorisation Scheme, and need to obtain the appropriate registration certificate before they can start work.

Tier 4 international students

You will be granted a student visa on the condition that your main purpose of coming to the UK is to study, and that you can pay your tuition fees and living expenses (for you and your family) without having to depend on working in the UK.

The endorsement in your passport and BRP card will confirm whether you are allowed to work in the UK while studying. There are two categories of endorsement – a restriction and a prohibition. If you are unsure about which endorsement you have, you can get advice from our Library and Student Services team:

Canterbury:

advicecant@uca.ac.uk

Epsom:

adviceeps@uca.ac.uk

Farnham:

advicefarn@uca.ac.uk

Rochester:

adviceroch@uca.ac.uk

If your Tier 4 (General) visa states that you are allowed to work, then during term time you can work for:

- Up to 20 hours a week if you are studying at degree level or above
- Up to 10 hours a week if you are studying a course that is below degree level (pre-degree or foundation).

You should always check what your Tier 4 (General) visa or your Biometric Residence Permit (BRP) states, and make sure that you do not work more hours per week than it allows. It will be clearly stated if you are not allowed to work. If you have permission to work, you can work full-time during vacation periods and after your course has ended, until your leave to remain expires.

Undergraduate students can work full-time during the summer vacation period, provided they are not re-sitting any exams during this time.

Postgraduate students cannot usually work more than 20 hours per week during the summer vacation period. This is because almost all postgraduate courses require students to be working on their project or dissertation over the summer period.

Changes to the immigration rules on working in the UK

You will need to keep up-to-date on the rules about working in the UK. You can do this by checking the full guidance on the [UKVI website](#).

What sort of work can I do during my studies?

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

- Be self-employed/freelancer (this includes selling your own art for a profit)
- Be employed as a professional sportsperson or sports coach
- Be employed as an entertainer
- Take a permanent full-time job.

Graduate visas

UCA international students who wish to establish a business in the UK can apply to be sponsored by us on a Tier 1 (Graduate Entrepreneur) visa. Places are limited and you will need to demonstrate a genuine and credible business idea. Applications are made in the last year of your studies. For more information, see the Home Office guidance, or contact:

enterprise@uca.ac.uk

What to bring and what not to bring

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

What type of clothes should I bring?

Students tend to dress rather informally in the UK, in jeans, T-shirts and jumpers. Bring clothes suitable for four seasons, including warm winter clothing such as coats and boots, as well as lighter summer clothing. Rain showers can be expected any time of the year, so waterproof clothing and shoes are recommended.

Travelling

If you will be travelling to the UK by aeroplane, or if you will cross a national border by other methods of transport, we encourage you to note the following guidance:

Do not bring the following in your luggage:

Prohibited food items (see [here](#) for current guidance)

- Large electrical items, such as rice cookers
- Plants or seeds
- Excessive amounts of alcohol or tobacco
- More than €10,000 (or equivalent in Sterling) in cash. If you bring more than this amount, you will need to declare it at Customs.

We advise all international students to have the following items in their hand luggage when travelling to the UK:

- A valid passport, with your visa or UK immigration permission
- All the documents you used to obtain your Tier 4 (General) student visa, including original documents to prove financial support for your tuition fees and maintenance, and a print-out of the CAS letter we provided you with. You should also include your TB screening certificate if one was required to obtain your visa
- Your travel insurance details, if you have travel insurance for your journey to UCA

- Details of the Accommodation team and accommodation destination, including address and telephone number
- At least two spare passport-size photographs
- Warm and waterproof clothing – a jumper and a jacket or coat
- Cash for your journey, travel to your accommodation and for your immediate living expenses on arrival, until you can open a bank account in the UK. We advise against carrying large amounts of cash and suggest that you bring no more than £1,000
- Additional money in the form of Travellers' Cheques or a credit card, which are more secure than cash.

If you carry all of these items, you should not experience problems when passing through Immigration Control and Customs.

Clearing Customs

- As an international student, you will need to provide the following at Customs in the UK. You must keep these on your person, or carry them in your hand luggage:
- Your CAS statement from us
- All the documents you used to apply for your visa (including bank statements)
- A valid passport or travel documents, including a valid visa
- A completed landing card (this will be given to you on the aeroplane)
- A health or medical certificate, including a tuberculosis (TB) certificate if required.

English for the Creative Arts

We understand it might be daunting to move countries to study in a different language. Don't worry – we have prepared a fantastic portfolio of English for Creative Arts and English for Academic Purposes (EAP) courses to enable you academically and make sure you succeed on your main course. At the moment, we offer:

English for Academic Purposes (EAP) Programmes

- Pre-sessional EAP Support: a wide range of English language support that students can take before their main courses to increase their overall IELTS score equivalent in order to meet the English language criteria. We currently offer 22, 15, 10 and 5 week Pre-sessional English courses in the UK (Farnham) and China (Beijing and Shanghai).
- In-sessional EAP Support: a wide range of In-sessional English for Creative Arts workshops on each campus that students can take alongside their main courses
- English Language Assessment for students with UCA conditional offers as well as progressing students
- Inter-cultural communication workshops for both incoming and outgoing exchange students.

Social and Cultural programme (International Student Support Co-ordinator)

- Things to know about UCA: Orientation and Induction (multiple entries per year)
- Monthly activities and events
- Trips
- Pre-departure workshops: A chance to find out more about UK-style learning before leaving home.

If you are a little nervous about the being able to communicate in English before you come to the UK, you can practise it by taking online Future Learn courses (subject to availability and different starting dates). These are just some examples:

futurelearn.com/courses/prepare-to-study-uk

futurelearn.com/courses/english-for-study

futurelearn.com/courses/english-for-academic-purposes

Online enrolment

Closer to the start date of your course, you will be sent an email asking you to enrol online. You must complete this before you leave home to travel to the UK. You will not be able to complete your physical enrolment session on campus unless you have already enrolled online. If you have any questions about online enrolment, email myrecordshelp@uca.ac.uk and quote your student ID number.





After you have arrived

By the end of this section you should have:

- Collected your BRP, if required
- Learnt about physical enrolment on campus
- Found out whether you will need to register with the police
- Found out about attendance monitoring for Tier 4 (General) visa holders
- Found out about our Student Support services.



Collecting your BRP

If you applied for your Tier 4 visa from outside the UK and you will enter the UK using a 30-day travel vignette, you will need to collect your Biometric Residence Permit (BRP) within 10 days. Please do this as soon as possible, as you should have a BRP before physical enrolment. The letter that accompanies your travel vignette will contain the details of the Post Office that you need to collect your BRP from and the date it will be available from – please make sure you bring this with you to the UK.

You do not need to book an appointment at the Post Office, but you must take your passport with the travel vignette attached and accompanying letter from the Home Office with you. If you do not collect your BRP within ten days of arriving in the UK or the date on the letter (whichever is later), you may be charged and/or your visa may be cancelled.

If you have a serious illness, disability or are under the age of 18, you can nominate someone to collect the BRP for you by reporting this on the [UKVI website](#). If you are under the age of 18 you can collect the BRP yourself but will need to be accompanied by a registered responsible adult. We can also collect BRPs for under 18s from certain post offices – if this applies to you, please contact visaadvice@uca.ac.uk for more information as soon as possible.

If your BRP is not at the post office when you try to collect it, don't worry as this is quite common. If it has been over four weeks since you entered the UK you have not been able to collect your BRP we can help to check if it has been sent, please contact visaadvice@uca.ac.uk

As soon as you get your BRP, check that everything is as you expect, with the correct working rights, dates of the visa and your correct name. If anything is wrong please contact visaadvice@uca.ac.uk as soon as you get your BRP as you must report the problem within 14 days to get a free replacement.

During physical enrolment after you arrive, you will be expected to show your BRP card and the travel vignette inside your passport. Without these documents you will not be able to fully enrol on your course at UCA.

Physical enrolment

After you arrive, you will be required to physically enrol. You will attend a specific session to do this and will receive details of your session after you have completed your online enrolment.

For this session, you must bring with you:

- Your passport, 30 Day Entry Clearance visa or full visa vignette (sticker) and BRP card
- Original copies of your highest academic and English language qualifications. Please note, photocopies or scans will not be accepted – you must provide original copies
- After you have attended this session, if you have provided these documents, you will be fully enrolled as a student at UCA. You will receive your student ID card, have access to the whole UCA network system (including emails and course material), and be able to register with the library. You can then request an enrolment confirmation letter, which will allow you to open a UK bank account and register with a doctor.



Monitoring your attendance

The University is legally required to monitor the attendance of all Tier 4 (General) students. This includes all sessions scheduled as part of your course such as lectures, classes, tutorials and seminars, as well as attending exams and submitting coursework, amongst other commitments.

We have developed an attendance monitoring system to record your attendance on your course – this is one of the requirements of your visa. At 10 different points during the year, your tutor will report your attendance, which will be recorded on your student record. Proof of this may be requested by the UKVI. More information about Tier 4 and attendance monitoring can be found at:

uca.ac.uk/international-study/visas-and-immigration

If you cannot attend, you must inform your tutor in advance of your expected absence by visiting Campus Registry. If you are ill you should also contact Campus Registry to inform them that you will not be attending, and may require a medical certificate.

If you are going to be away for an extended period of time, you are expected to inform your Course Administrator in order to obtain permission before you leave.

We are required to inform UKVI of any unexpected long-term absence when we have been not been able to contact you and resolve the matter, so please keep us updated if you are going to be absent from your studies for an extended period of time. This means any period of a week or more. You can do this by contacting our Immigration Compliance Coordinator: visaadvice@uca.ac.uk

Your continued attendance and engagement with your course will be monitored during your time at UCA. If your engagement or attendance drops to an unsatisfactory level you may be withdrawn from the course and your visa cancelled.

Our responsibilities as your university sponsor

- We are required to inform UKVI if you suspend your studies, transfer courses, withdraw from a course or complete your course earlier than expected
- We are required to inform UKVI if you fail to register or enrol at the start of each enrolment period, or at any additional registration points applied by us
- We may need to inform UKVI if you are absent for an extended period and we have been unable to contact you for an appropriate explanation
- We are required to take a scanned copy of your BRP and/or student visa and passport ID page when you first arrive, and during your studies if you obtain a new BRP, passport or visa.

Opening a bank account

Opening a bank account is one of the first things that you must do after enrolment, as it is the best way to keep your money safe. It can take up to two weeks to arrange, so you must ensure you have enough money (in cash, Travellers' Cheques or on a credit card) for your first few weeks here. This should be no more than £1,000 in cash.

How do I open a bank account?

You will need to complete application forms at the bank – this can take up to one hour to complete and you may need to book an appointment at the bank to do it. After you have completed your physical enrolment, you should request a confirmation of an enrolment letter from us. You will need to take your passport and this document to the bank with you. You can request your bank letter through the myUCA portal after you have enrolled.

You can also open a bank account by telephone or online. For more information on bank accounts, check the BBA International Students section [here](#), and the UKCISA website [here](#).

How can I transfer money to my UK bank account?

The easiest way to send money from your home country to your new UK bank account is by electronic transfer. You will need the following information to do this:

- 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.

Student support services

We take the welfare and livelihood of our international and EU students very seriously. We have a network of support services in place to make sure you are supported the whole way through your university life. You will be given a full induction to these services during your first week at UCA.

Library and student services

The aim of The University Library is to support learning, teaching and research at UCA. We have a dedicated Gateway Services team which provides:

- The University Library’s collections at our four campuses (including document supply)
- Learning and teaching support (including language and literacy development and research support)
- Disability and SpLD (specific learning differences) support
- Careers and employability advice and guidance
- Counselling services
- Advice about finance, welfare, and a range of international support issues
- Computing and printing facilities.

It is particularly important for international and EU students to familiarise themselves with these services, as they will be able to support you when you first arrive, during your studies and after graduation.

Advice and support

We have a Specialist Adviser located at every campus who can provide information and assistance with issues such as:

- Visa renewals
- Visas to visit other countries
- Police registration
- Healthcare (registering with a doctor)
- Opening a UK bank account
- Help with budgeting and financial problems
- Money advice
- Disputes with housemates or landlords.

Careers and employability services

This team provides a career development, information, advice and guidance service. Our Careers team aims to empower you to develop your skills and strategies, to manage your own career development and realise your full potential. Careers and Employability Advisers can assist with a wide variety of issues, including:

- Career planning
- Personal promotion to employers and other organisations (CVs, career networking, interview techniques, etc.)
- Higher Education choices.

You can continue to use the Careers and Employability Service for up to three years after completing your course.

Counselling services

Our counselling team is available to help you with any personal issues you may have. You may seek counselling for a wide variety of reasons – perhaps because of a sudden personal crisis, or a need to deal with personal issues or changes.

Whatever challenge you are facing, the service is offered on a confidential basis by professional counsellors who abide by the British Association for Counselling and Psychotherapy's Code of Ethics and Practice.

Learning and teaching services

Each library has Learning & Teaching Librarians and Learning Development Tutors. These are specially trained members of staff who are ready and able to assist you with language and study advice, once you have started your course. They can help you with any of the following:

- Project work
- Research
- Assignments and assignment writing
- Discussing your work with lecturers and other students
- Keeping a reflective sketchbook or journal
- Cultural differences in communication
- The use of language in your creative work and practice
- Study advice.

Disability and specific learning differences support services

This team provides advice and co-ordinates support to promote our students' independent study in relation to disabilities, dyslexia and specific learning differences.

Faith services

In the UK, there is freedom to follow any religion and faith. The largest faith community is Christian and there are good relationships between the major religions.

Multi-faith services are accessible to all students at each of our campuses. For more information on the worship, chaplaincy and multi-faith centres near your campus, visit:

uca.ac.uk/life-at-uca/facilities-resources-and-support/faith-religion

Budgeting for the UK

By the end of this section you should have:

- Found out about the costs of living
- Found ways to keep your food costs down
- Learnt useful ways to budget your money
- Found out about the most popular student discount cards in the UK.





Cost of living

The costs below are estimated to give you an idea of how much you might spend, and how much money you will need to live in the UK. The amount spent each week varies greatly from person to person, and also depends on which campus you will be living on.

Typical student living costs per week:

- Food £25–50
- Travel £20–25
- Laundry £10
- Toiletries £10
- Entertainment £20–50
- Mobile phone £10
- Course materials £10–30
- Total £105–180

Our students also usually spend approximately £75 on household costs per year and £150 on an annual TV licence.

How and where to get a UK SIM card

You can visit any of the major mobile phone shops in the high street, such as:

- Vodafone
- EE
- O2
- Giffgaff
- Carphone Warehouse.

You can choose Pay-As-You-Go from as little as £5-£10 or a monthly contract. Not all Non-UK mobiles work in the UK so it would be a good idea to get one once you arrive in the UK.

Supermarkets and shopping for food

The cost of food varies in the UK depending on which supermarket you buy your food from.

There are a number of large supermarkets that are considered inexpensive, such as Lidl, Aldi, Asda and Morrisons. There are also some that are considered more expensive, such as Tesco, Waitrose and Sainsbury's. Also, there are own-brand food products (in plain packaging, often cheaper to buy) and branded food products (in more elaborate packaging, more expensive to buy) available in all supermarkets, so you can choose where to shop depending on your budget.

In the UK, supermarket opening hours are often:

Monday to Saturday: 08.00 – 20.00

Sundays: 10.00 – 16.00

When you travel to the UK to study for the first time, please consider your arrival time and where you will be able to buy food from, as the supermarkets may not be open if you arrive late.

My weekly shop	Costs
1kg onions	£0.78
1kg potatoes	£1.45
5 x bananas	£1.00
5 x apples	£1.00
Bag of salad	£1.00
1 garlic bulb	£0.50
1 pack mushrooms	£0.80
1 tin baked beans	£0.24
1 tin sweetcorn	£0.35
1 tin soup	£0.50
4 tins of tomatoes	£2.00
1kg rice	£1.39
1kg pasta	£1.00
1 packet frozen peas	£1.00
1 tub margarine	£1.00
1 pack chicken drumsticks	£3.00
1 pack minced beef	£1.70
8 sausages	£1.37
1 jar instant coffee	£1.50
80 teabags	£1.00
Packet of cornflakes	£2.00
Carton fruit juice	£0.65
Milk (1.1 litre)	£0.89
Cola (2 litre)	£0.67
1 loaf of bread	£1.00
1 jar jam	£0.90
1 packet biscuits	£0.50
6 eggs	£1.00

Items not needed every week	Costs
Washing powder (10 washes)	£0.78
Washing up liquid	£0.85
Deodorant	£1.50
Toilet rolls (x 4)	£1.00
Shampoo	£1.00
Shower gel	£1.00
Soap	£0.60
Toothpaste	£1.00

Total

£40.12*

*All prices are correct at the time of print.

TOTUM and Student ID Card

Your student ID card, which will be issued to you at your enrolment, is very useful. It will allow you to get discounts in certain shops. Once you have fully enrolled, you are entitled to apply for a TOTUM card. This will enable you to get further discounts in more shops, restaurants and cinemas. To find out more, and to purchase your TOTUM card, please visit:

nus.org.uk

16–25 Railcard and Young Person's Coachcard

If you are exploring the UK while you are here, you will make considerable savings on travel by buying a 16–25 Railcard and/or a Young Person's Coachcard. Search online to find out about both cards.

Oyster cards







If you are frequently travelling around London, it is worth considering buying an Oyster card. This is a smartcard which can hold credit as well as travel card, bus and tram season tickets. You can use it to travel on buses, tubes, trams, the Docklands Light Railway (DLR), London Overground and most National Rail services in London. For more details, please [click here](#) to visit their website.





Connect with us





UCA social media pages

-  @unicreativearts
-  facebook.com/ucreativearts
-  youtube.com/unicreativearts
-  @UniCreativeArts
-  linkedin.com/school/
universityforthecreativearts
-  @unicreativearts

blog.uca.ac.uk

#WeAreUCA

UCA International Studies social media pages

-  @ucainternationalstudies
-  facebook.com/ucainternationalstudies
-  Weibo #英国创意艺术大学#
-  WeChat



Student blogs and vlogs

Our talented team of student bloggers and vloggers can give you a taste of life as a UCA student, sharing their personal insights and experiences of studying, living and socialising on all of our campuses.

These student-led pieces are published throughout the year and cover a huge range of topics – everything from vlogging, staging curated shows and getting the most out of Freshers' Week, to experiences on overseas study trips and advice on entering your work into competitions.

Read more on our blog or watch on our YouTube channel.

Join us at #UCAlive

We run live Q&A sessions where you can ask us anything you like about what it's like to live and study here at UCA. Find out more on our website and follow us on social media to find out about our next #UCAlive session.

Regional Managers:

Simon Lin
(North China)
simon.lin.e1@uca.ac.uk
+86 (0) 18611782164
WeChat ID: 18611782164

Smile Lu
(Central China)
Smile.Lu@uca.ac.uk
+86 (0) 15050217905
WeChat ID: 15050217905

Petula Liao
(South China, Hong Kong, Macau, Taiwan)
Petula.Liao@uca.ac.uk
+86 13922290504
WeChat ID: 13922290504

Man Yin Choong
(South-East Asia)
ManYin.Choong@uca.ac.uk
+60 163015311

Anna Zimakova
(Russia, Ukraine, Georgia, Turkey)
anna.zimakova@uca.ac.uk
+7985 8900553
Skype ID: azimakova

Disclaimer

The information in this brochure is believed to be correct at the time of publication. The University reserves the right to introduce changes to the information given including the addition, withdrawal, relocation or restructuring of any programmes. The information in this brochure is subject to change and does not form part of any contract between UCA and the student and his/her sponsor. For up-to-date and more detailed information on any of our courses and studying at UCA, please visit uca.ac.uk

1142-0219



**University
for the
Creative Arts**

**Canterbury
Epsom
Farnham
Rochester**

#WeAreUCA



THE SUNDAY TIMES
THE SUNDAY TIMES
**GOOD
UNIVERSITY
GUIDE
2019**
MODERN
UNIVERSITY
OF THE YEAR

**Business School
for the
Creative Industries**