

LEEDS BECKETT UNIVERSITY

Your Arrival Guide

International Students, January 2017

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Remember to put these key dates in your diary

Meet us at:
Leeds Bradford Airport – 16 to 22 January 2017
Manchester Airport – 20 January 2017
Induction
Welcome Week – 23 to 29 January 2017

96.6 % of all our graduates are in work or further study six months after graduating

Source: Destination of Leavers from Higher Education survey 2014/15. Includes all UK, EU and overseas undergraduates and postgraduates.

Welcome to Leeds Beckett University

Thank you for choosing to study at Leeds Beckett University. On behalf of everyone at our University, I would like to take this opportunity to extend a warm welcome to you. This guide provides you with the practical information for your journey to Leeds and supplements the information available on our website.

Leeds Beckett University is a very friendly place. From the moment you arrive, you will be welcomed to our University. We are confident that you will have a memorable and enjoyable time with us. When I meet alumni they always refer to their time at Leeds Beckett as a very important and special stage in their lives.

Leeds is a lively, cosmopolitan city; with a population of 779,000 we are sure you will feel part of our friendly community in Leeds. The city's rich cultural diversity is reflected in all areas of life, including shopping, cuisine and social activities.

I wish you a safe journey and look forward to welcoming you to Leeds Beckett.

Kat Firth

International Student Engagement Officer



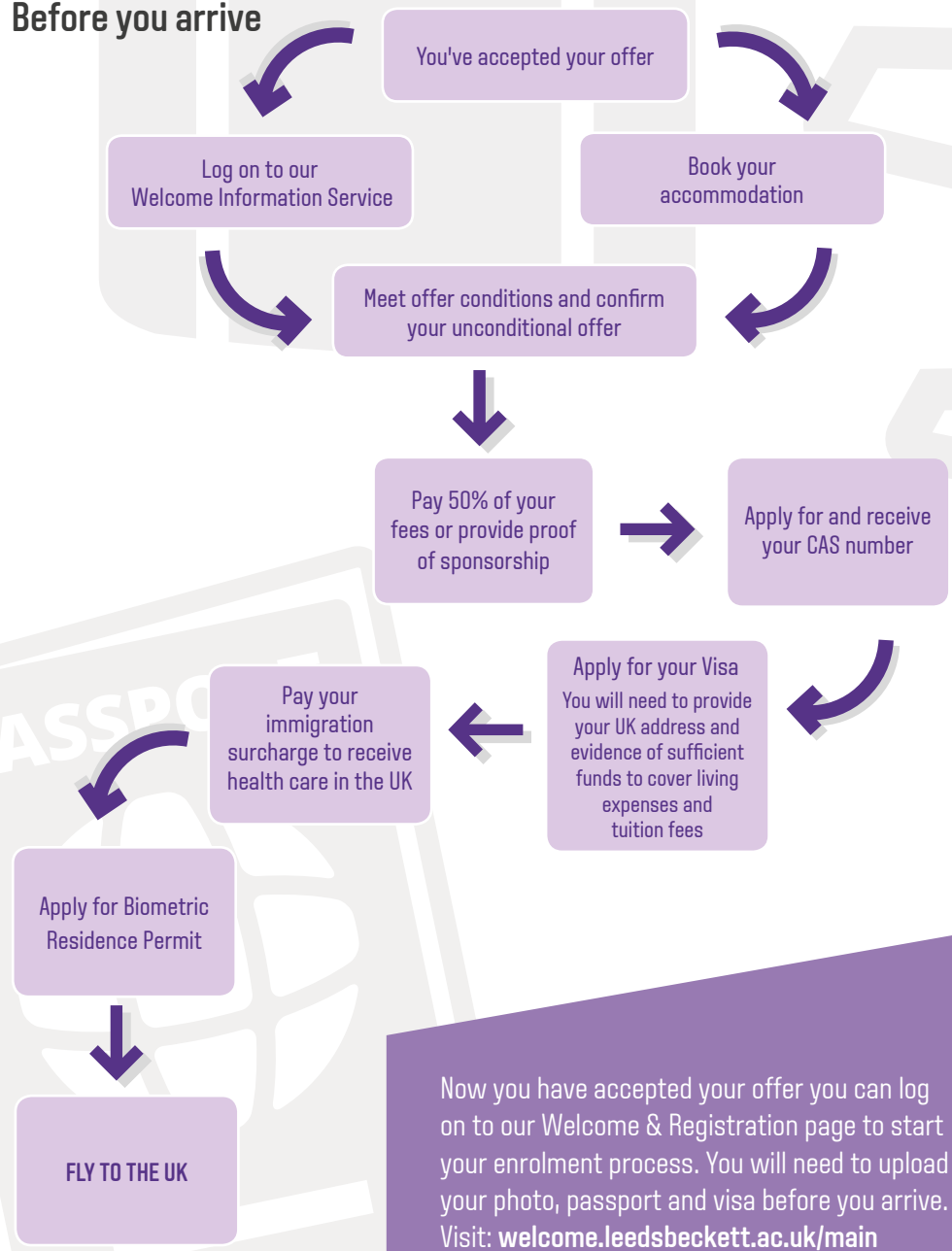
Remember to arrive before
Monday 23 January so you can take part
in our **Welcome Week activities**

**Technology 1st in the world, Virtual Learning
2nd in the world, Laboratories 3rd in the world,
Student Wellbeing 5th in the world**

Source: i-graduate Student Barometer, Autumn Wave 2015

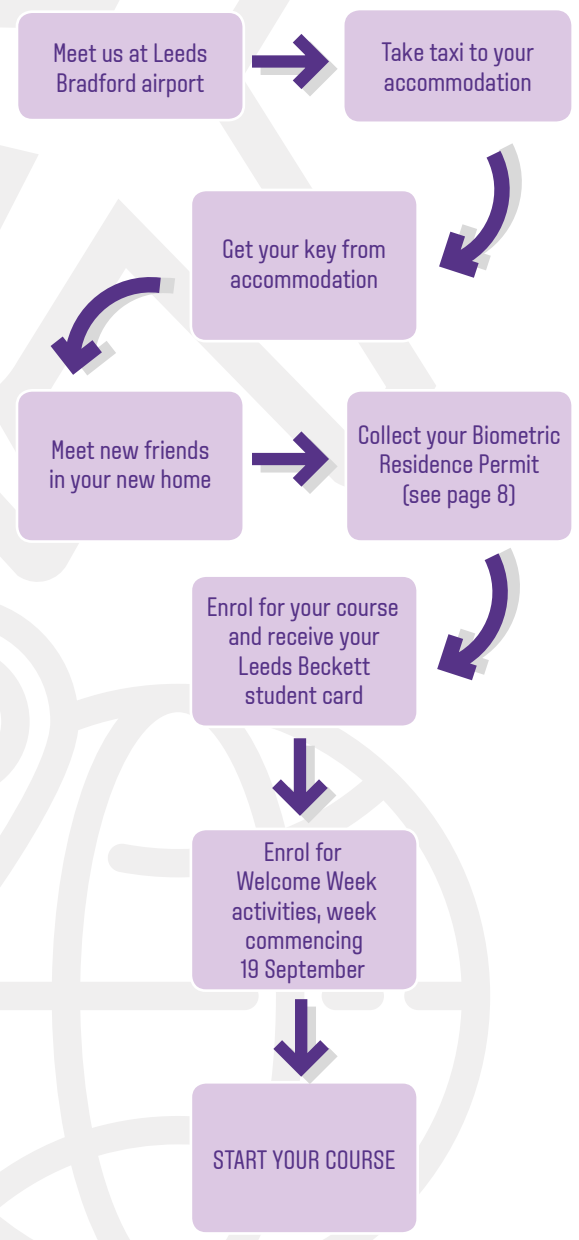
Your journey to Leeds Beckett University

Before you arrive



Now you have accepted your offer you can log on to our Welcome & Registration page to start your enrolment process. You will need to upload your photo, passport and visa before you arrive. Visit: welcome.leedsbeckett.ac.uk/main

When you arrive



If you are coming from the EU, EEA or Switzerland, you do not need to apply for a Visa.

Keep in touch

We are here to help you at any point in your journey to Leeds Beckett University. If you have any questions then please email our [International Office](#) or call **+44 113 812 1111**

Booking your accommodation

Now you have received your offer, you can apply for your accommodation. We understand that moving home is a big part of starting university life so we have provided some useful information below.

Leeds Beckett accommodation

We have 12 Halls of Residence where you will have your own space and share the kitchen and dining area. It depends on which Halls you choose as we have a variety of options.

Private accommodation

You can also rent private accommodation through an organisation called Unipol – a housing agency supported by our University. Unipol can help you find good quality accommodation in Leeds. They offer free impartial advice and only recommend landlords that have a good reputation.

If you are booking private accommodation it is important you don't sign a contract until you have seen the property in person. It is a good idea to come to Leeds early and take some time to view different properties to see what is available in your price range.

Your safety

All our Halls of Residence have 24 hour security, emergency call phones, CCTV and secure entry systems. The majority of our Halls have an onsite office where you can contact your residential officer and talk to them about any queries you may have.

Not booked before you arrive?

If you don't have any accommodation booked before you arrive, we advise you to book a bed and breakfast until you are able to secure your accommodation. Contact the accommodation office when you arrive to check availability of rooms. We can supply a list of reputable bed and breakfasts in the area.

There is a high demand for our accommodation and places can go quickly so please apply as early as possible.

leedsbeckett.ac.uk/accommodation



Useful contacts

Accommodation office

accommodation@leedsbeckett.ac.uk
leedsbeckett.ac.uk/accommodation
+44 113 812 5972

Unipol

hello@unipol.org.uk
unipol.org.uk
+44 113 243 0169

Our accommodation has the following facilities



Paying your course fees

When you have accepted your unconditional offer from us, you will be ready to pay your fees or show evidence of sponsorship. We hope the information below is useful and provides a good guide on when and how you will pay your course tuition fees.

Course fee charges

Your course fees will vary depending on your course and your fee status, which will be either overseas or home/EU. Your course fee will be in your offer letter and fees for each course are also listed in our [online prospectus](#).

EU students

If you are an undergraduate student from the EU or come from Norway, Iceland or Switzerland you will be able to apply for a UK student loan. You should have received information about this in your offer letter. If you have not applied for a UK student loan, please visit the [Student Loans website](#) for EU and EEA students.

Payment for CAS

You will need a CAS (Confirmation of Acceptance for Studies) in order to apply for your Tier 4 Student Visa. In order to receive your CAS number you will be required to pay 50% of your first year course fees once you have accepted your unconditional offer with us. If you have sponsorship you will need to provide a copy of your sponsorship letter.

Early payment discount

If you're an overseas fee status student, we offer a 10% early payment discount if you pay your course fees in full by 15 January 2017. This discount is only offered for your first year of study.

Living costs and personal finances

When preparing to study at Leeds Beckett you should also budget for costs including accommodation, food, transport and social activities. Living costs are dependent on your lifestyle, but the estimated cost for one year is around £9,135 including accommodation. Your course fee will be additional to your living costs.

How to pay

It is important to include your name and university student ID number when you pay. Please note that bank charges may apply for international transfers. Full details of how to pay can be found at

www.leedsbeckett.ac.uk/studenthub/tuition-fees-payment
www.leedsbeckett.ac.uk/studenthub/web-payments/



Learn how to manage your money and build a budget for living and studying in the UK
international.studentcalculator.org

Applying for your Visa

If you are from outside the EU and European Economic Area (EEA), you will require a visa to study in the UK. This is called a Tier 4 General Student Visa. Once you have accepted your unconditional offer and paid at least 50% of your course fees, you can apply to us for a CAS number. You will need your CAS number in order to apply for your UK visa.

If you are an EU citizen, a Swiss national or from the EEA, you do not need a visa to study in the UK.

When to apply for your Visa

Once you have your CAS number you can apply for your UK Visa. You will need to submit your Visa application within 90 days (three months) of your course start date. The applications requirements are very strict so you must ensure you provide all the correct documents and demonstrate a sufficient level of funds to support your Visa application.

How to apply for your Visa

Follow the instructions on the [UKVI website](#). You may be asked to apply for your Visa online and book an appointment at the UK Visas and Immigration Centre in your country.

If you have a problem and are unable to find the answer on the UKVI website then please email our International Student Advice Centre: internationalstudentadvice@leedsbeckett.ac.uk

Studying for less than six months

If you require a Visa to study in the UK but your course is less than six months, you can apply for

a short-term study Visa. You will need to be aware that this visa does not allow you to work in the UK and cannot be extended beyond six months. To apply visit: www.gov.uk/study-visit-visa/apply

Pre-session English language course

You may be doing a 10 week pre-session course to improve your English skills. If you plan to stay in the UK after this course to continue your studies you will need to apply for a Tier 4 General Student Visa, prior to travelling to the UK.

Biometric Residence Permit

For a Tier 4 General Student Visa you will require a Biometric Residence Permit (BRP). This is only needed if you are planning on studying in the UK for longer than six months. You will apply for your Biometric Residence Permit through the UK Visas and Immigration Centre in your country and collect it when you arrive in the UK. Please visit the UKVI website for more information:

www.gov.uk/biometric-residence-permits/need-brp

Collecting your Biometric Residence Permit

You will collect your Biometric Residence Permit in the UK at a designated Post Office. You will need to enter your correct UK address on your Visa application in order to collect your BRP from the relevant Post Office.

Your BRP must be collected from a Post Office within 10 days of arriving in the UK.

When you enter your UK address on your visa application you will be provided with one or more Post Office locations, of which you need to choose one.

Take some time to consider which Post Office is convenient for your UK accommodation or the campus you are studying at. If your course is based at Headingley Campus your nearest Post Office is the Headingley Post Office, Arndale Centre, Otley Road. If your course is based at City Campus, The Markets Post Office, New York Street is the nearest.

Please also note that if your Visa requires that you register with the police, you must collect your BRP and take this with you to the police station. This must be done within seven days of your arrival in the UK.

What is the Immigration Health Surcharge?

In order to study in the UK for six months or longer you will need to pay an Immigration Health Surcharge (IHS) so you can access any National Health (NHS) services. This only applies if you require a Tier 4 General Student Visa. For further information please visit the links to the right.

Useful websites

UKCISA provide helpful information about the Biometric Residence Permit and applying for a Visa

www.ukcisa.org.uk

UKVI provide easy to follow information on how to apply for a Visa

www.gov.uk/tier-4-general-visa

The Home Office provide an overview of the Health Surcharge

www.gov.uk/healthcare-immigration-application/overview


UKCISA also provide a step-by-step guide on the health surcharge

www.ukcisa.org.uk/studentnews/486/Immigration-Health-Surcharge

Need help and advice?

Our International Student Advice Centre is on hand to help you throughout your Visa application process.

www.leedsbeckett.ac.uk/studenthub/international-student-advice



Please check you have the most up-to-date information from the UK Visa and Immigration (UKVI) website: www.ukvisas.gov.uk/en

Travelling to Leeds

Once you have arranged your fees, visa and accommodation you will be ready to travel to Leeds. Below we have provided some information about the best UK airports to book, key dates for your diary and the documents you should remember to bring with you.

Flying to Leeds

The best airports to fly to are Leeds Bradford and Manchester. If you are unable to arrive at these two airports we recommend you fly to one of the London airports of Heathrow or Gatwick

Leeds Bradford Airport is the closest airport to Leeds Beckett University. From this airport you can take a taxi to your accommodation, which should cost you approximately £25.

Manchester Airport is about 40 miles from Leeds. From there you could take a train to Leeds for approximately £10-25 (depending on how early you book) or a coach for about £15. Both the train and coach station are located within the airport building. A taxi from Manchester will cost approximately £80. A train will take you to Leeds train station and a coach to Leeds coach station. A taxi to your accommodation will cost about £10.

London Heathrow Airport is a six hour coach journey to Leeds and will cost approximately £20-40 depending on how early you book your ticket. The coach is a direct journey to Leeds. If you take the train you will need to change trains in the centre of London, which could be difficult with all your luggage. When you arrive in Leeds you can take a taxi from the coach station to your accommodation; this will cost approximately £10.

London Gatwick Airport is a seven hour journey by coach to Leeds and costs approximately £40. The same applies to the train journey from London Heathrow - you will need to change trains in the centre of London.

We can meet you at Leeds Bradford Airport or Manchester Airport. Find out more on page 11.

What to pack in your hand luggage

All important documents should be carried with you in your hand luggage. Before you travel make sure you have the following documents on you:

- Your arrival information
- Your passport
- Visa
- Sponsorship letter (if applicable)
- Proof of fees paid
- Proof of funds to support yourself in the UK (if you are travelling from outside the EU and EEA)
- Marriage and birth certificates if you are travelling with your family
- Copy of your accommodation address and contact phone number

If the immigration officer grants you temporary admission only please contact the International Student Advisor as soon as possible.

www.leedsbeckett.ac.uk/studenthub/internationalstudent-advice.htm

There are a few dates you may want to put in your diary:

Meet & Greet at Airports

Leeds Bradford 16 to 22 January

Manchester 20 January

Induction

Welcome week begins 23 January

Course starts 30 January



Remember to arrive before Monday 23 January so you can take part in all the Welcome Week activities. Find out more on page 13.

Meet and Greet Service

It can feel a little daunting leaving your home to study in another country. To help you feel welcome we provide a Meet and Greet service where one of our students meet you on arrival. This takes place between 16 to 22 January and we have provided the exact times and dates below.

Which airports do you provide meet and greet?

We run our Meet and Greet service at Leeds Bradford and Manchester airports. When you arrive one of our students will help you find the best transport for the final part of your journey to your accommodation. They will also try to answer any questions you may have.

We run meet and greet on following dates and times:

Leeds Bradford International Airport, 16 to 22 January 2017 between 09:00 and 21:00.

Manchester Airport, Friday 20 January 2017 between 09:00 and 18:00.

Leeds: we will meet you as you come through the arrivals hall and show you to the taxi rank where you can book and pay for your taxi to your accommodation; this will cost around £25.

Manchester: we only offer a meet and greet service for one day at Manchester airport. We will be providing a free bus service back to Leeds city centre. Buses will depart at 10:00, 14:00 and 18:00. When you arrive in Leeds we can book you a free taxi to your accommodation.

How will I recognise Meet and Greet students?

Our students will be wearing Leeds Beckett International Student Ambassador tops and holding a sign for Leeds Beckett Meet and Greet.

How much does Meet and Greet cost?

There is no cost in using our Meet and Greet service. However, you will need to make sure you have enough money to pay for your taxi, train or bus service from the airport to your accommodation, (unless you are arriving at Manchester on 20 January or Leeds Bradford on 21 January, when transport will be free).

Our students will be happy to book a taxi for you or take you to the nearest train station or bus service to Leeds.

How can I book onto Meet and Greet?

It is important you book at least three days before you arrive in the UK. You will need to book by emailing us with the information listed below. Once we have received your email we will send you confirmation of who will be meeting you at either Leeds Bradford or Manchester airport. We will give you a number to contact us on if your plane is delayed.

In order to book onto the service please send an email to meetgreet@leedsbeckett.ac.uk with the following information:

- Your full name
- Country of origin
- Your Student ID number
- Whether you are arriving at Leeds Bradford Airport or Manchester Airport
- Date and time of your arrival*
- Your flight number
- Address of your accommodation

* Your arrival time must be between 09:00 and 21:00 for Leeds Bradford and between 09:00 and 17:30 for Manchester.

If you have any questions about the Meet and Greet service or travelling to the UK then please contact meetgreet@leedsbeckett.ac.uk

We offer a FREE taxi service from Leeds Bradford airport to your accommodation on Saturday 21 January

Making new friends

It's only natural to be a bit anxious when moving away from home and settling into another country. We want you to have a fantastic time when you arrive at Leeds Beckett so we have provided a few ways in which you can easily meet new people and make friends.

International Social Network

During Welcome Week there will be an International Social Network session so you can learn about all the exciting things you can get involved with. We will keep you up to date on social activities as well as clubs and societies. We will also give you all the essential information we think you will need to know about our University, Leeds and the UK.

Gain a buddy

You can also meet a mentor (buddy) to help you settle in to Leeds and the UK. Mentors are current students from our University who volunteer their free time to help all new students and are available to help you throughout the year. We will hold an International Welcome Party during Welcome Week where you can meet fellow students, both new and continuing. Our International Social Network is an ideal way to make friends and see new parts of the UK.

Make friends before you arrive

A great way to meet new people is to follow our facebook and twitter pages and make friends with your fellow students and room-mates before you arrive in the UK. A good time to join is when you accept your offer so you can see the latest updates for Welcome Week.

When you book your Leeds Beckett accommodation, you can join the facebook group for your Halls and meet people who will be living in the same accommodation. It's a great way to get to know people you'll be sharing with before you move into your new home.

Join a society

You can join dozens of different student run societies from film and journalism to Hindu and Afro-Caribbean. There is even a society for international students at Leeds Beckett University. Being part of a society is a great way of developing skills, practising hobbies, making new friends and having fun. Find out more about our student societies by visiting

www.leedsbeckettsu.co.uk/groups

Keep in touch


International Student Network

 [leedsbeckettinternationalsocialnetwork](https://www.facebook.com/leedsbeckettinternationalsocialnetwork)


 [@isleedsbeckett](https://twitter.com/isleedsbeckett)


Leeds Beckett International

 [leedsbeckettinternational](https://www.facebook.com/leedsbeckettinternational)

 [@leedsbeckettint](https://twitter.com/leedsbeckettint)

Leeds Beckett Students' Union

 [leedsbeckettsu](https://www.facebook.com/leedsbeckettsu)

 [@LeedsBeckettSU](https://twitter.com/LeedsBeckettSU)

University Welcome Week

You will be able to take part in a host of events when you arrive at Leeds Beckett University. These range from information inductions about health and visas, trips within the UK, campus and library tours, city tours and a trip to the medieval city of York.

Welcoming you to Leeds Beckett University

Our University Welcome Week is on Monday 23 January to Sunday 29 January 2017, so it is important to arrive in Leeds before then. During this week you will attend your course inductions as well as information sessions specifically for international students. A full programme of events can be found on [our website](#).

International students' induction session

When you attend your international induction session, you will be given all the key information about visas, healthcare, safety, banking and working

in the UK. There will be a session dedicated to help you make new friends and settle into student life.

You will be required to check-in with your visa and passport when you first arrive on campus. Staff and students will be available to answer any questions you may have and to make your enrolment process as smooth as possible.

Get involved

As part of Welcome Week you will be invited to participate in campus tours, city walking tours, a free international welcome party, free trip to York and much more!



FREE COURSE

English language and study skills

Improve your academic English language skills and learn how to adapt to life at a British university with our free course. You will also gain help settling into your new home by learning about British culture and life in the UK.

It is available for all levels of study with classes running on a Saturday. The course starts early in the first semester so register as soon as possible.

To register visit: www.leedsbeckett.ac.uk/studenthub/aess

There will be information sessions about our academic and study skills classes during Welcome Week. Find out more by visiting:

www.leedsbeckett.ac.uk/international-students/after-you-apply/welcome-week/



If you have any questions about Welcome Week contact Kat at isn@leedsbeckett.ac.uk

If you arrive late and miss the Welcome Week sessions, you don't need to worry, just contact Kat and she will be happy to help you with any questions you may have.

Important notice for non-UK citizens

Leeds Beckett University is required by law to co-operate fully with the UK Home Office in the monitoring and control of non-UK citizens who enter the UK for the purposes of study. Such cooperation includes the disclosure of information about individual students concerning their status, mode of study, attendance and contact details. This guide is intended for information purposes only. Although the University has made reasonable efforts to ensure that the information presented in the guide is accurate at the time of writing, the University does not represent or guarantee this to be the case. The University does not accept any liability for any errors that the guide may contain or for any subsequent changes, whether or not on the part of the University, that may affect the information provided. To the fullest extent permitted by law, the University excludes all liability (including direct, indirect, special incidental, or consequential damages) arising out of the use of the guide. If you have any concerns about the accuracy or completeness of any of the information set out in this guide, you are advised to contact the International Office.

City Campus



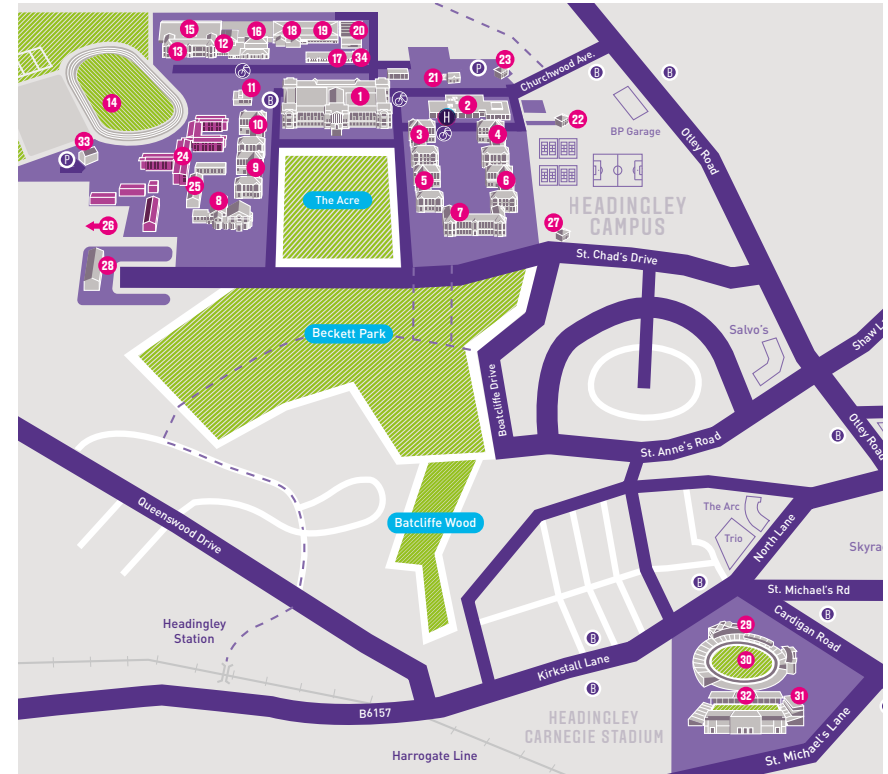
- 1 Leslie Silver Building (LSB)**
Sheila Silver Library
Coffee Shop
Security
Reception
- 2 Woodhouse Building (WH)**
Students' Union
Gym/Fitness Centre
(2nd Floor)
- 3 Portland Building (PD)**
Campus Shop
- 4 Calverley Building (CL)**
- 5 Old Broadcasting House (OBH)**
- 6 Broadcasting Place - Humanities Building (BPA)**
Campus Shop
- 7 Broadcasting Place - Arts Building (BPB)**
- 8 Queen Square**
- 9 Queen Square House (QSH)**
- 10 Northern Terrace (NT)**
- 11 Rose Bowl (RB)**
Student Hub
Food Court
- 12 Electric Press (EP)**
- 13 The Wellness Centre - 10 Queen Square**

Map Key

- Train Station
- Car Parking
- Cycle Parking
- Bus Stop
- Student Hub

City Campus
LS1 3HB
+44 (0)113 812 0000
leedsbeckett.ac.uk

Headingley Campus



- 1 James Graham (JG)**
Great Hall
Library
Security Reception
Bike Fix Workshop
- 2 Campus Central**
Student Hub
Food Court/Campus Shop
Students' Union
- 3 Caedmon Hall (CAE)**
- 4 Priestley Hall (PR)**
- 5 Leighton Hall (LE)**
- 6 Macaulay Hall (MC)**
- 7 Brontë Hall (BR)**
- 8 The Grange (GR)**
- 9 Cavendish Hall (CV)**
- 10 Fairfax Hall (FF)**
- 11 Design & Technology Centre (DT)**
- 12 Carnegie Annexe (CAN)**
Carnegie Sports
- 13 Carnegie Hall (CAR)**
- 14 Athletics Track & Field Facilities**
- 15 Carnegie Regional Indoor Tennis Centre**
- 16 Carnegie Research Institute (CRI)**
- 17 Swimming Pool (Pool)**
- 18 Sports Arena**
- 19 Blue Hall (Blue SH)**
- 20 Green Hall (Green SH)**
- 21 The Cottage**
- 22 Churchwood**
- 23 North Lodge**
- 24 Carnegie Village**
- 25 The Coach House (CH)**
- 26 Landscape Resource Centre & Experimental Gardens (LL)**
- 27 South Lodge**
- 28 Queenswood**
- 29 Carnegie Pavilion (CPV)**
- 30 Yorkshire Cricket Ground**
- 31 Carnegie Stand (HCS)**
- 32 Leeds Rugby**
- 33 Changing Pavilion**
- 34 Dance Studio**

Map Key

- Car Parking
- Cycle Parking
- Bus Stop
- Student Hub

Headingley Campus
LS16 5LF
+44 (0)113 812 0000
leedsbeckett.ac.uk

Useful contacts

Please do not hesitate to ask us any questions you may have. Remember, we are here to help and support you. There are various ways to keep in touch with us.

International Office

Carnegie Stand
Headingley Carnegie Stadium
Leeds, LS6 3BR
Telephone: **+44 113 812 1111**
Fax: **+44 113 812 1776**
Email: internationaloffice@leedsbeckett.ac.uk
www.leedsbeckett.ac.uk/international

International Student Advice Service

Telephone: **+44 113 812 5262**
Email: internationalstudentadvice@leedsbeckett.ac.uk
www.leedsbeckett.ac.uk/international/help-and-support.htm

Accommodation Office

Telephone: **+ 44 113 812 5972**
Email: accommodation@leedsbeckett.ac.uk
www.leedsbeckett.ac.uk/accommodation

International Social Network

Telephone: **+44 113 812 4920**
Email: isn@leedsbeckett.ac.uk

University Security Office (Emergency after hours contact)

James Graham Building
Headingley Campus
Leeds, LS6 3HF
Telephone: **+44 113 812 3165**

Leeds Beckett University Switchboard

Telephone: **+44 113 812 0000**

Online Chat / Online Open Days

You can have a one to one chat with an experienced member of staff from the International Office via our website. You can also log on to one of our Online Open Days which are held on the first Wednesday of every month at 10:00-11:00 and 16:00-17:00
www.leedsbeckett.ac.uk/onlineopenday



**LEEDS
BECKETT
UNIVERSITY**

United Kingdom