



Brunel
University
London

READY TO JOIN US?

Here's what
you need
to know

**PRE-DEPARTURE GUIDE
2018/19**



PREPARING FOR YOUR DEPARTURE

to Uxbridge, United Kingdom



Contents

Airport pick-up.....	2
Welcome.....	3
Accommodation	4
Before you leave	5
What to pack	5
On arrival.....	6
Enrolment.....	7
Arriving late	8
Orientation and life on campus	8
Campus life.....	9
Finance and money	10
Helpful information.....	11

Airport pick-up

There is an airport pick up service, costing approximately £25. To request a taxi please complete a form which can be found at ibic.navitas.com/arrival

We will write back to you within 24 hours to confirm your booking.

WELCOME TO LBIC

We're looking forward to meeting you! Congratulations on your place at LBIC. You will soon be joining hundreds of students who have also taken this first exciting step towards a successful future.

This guide offers information for students preparing to join LBIC such as what to bring, where to stay and how to enrol with us. There is also advice about the Brunel University London campus, money, and life as a student in London.

The LBIC Team

Accommodation

LBIC students may choose to live on campus in Brunel's halls of residence. The university offers modern, recently refurbished accommodation with options of en-suite, standard and studio flats. Students may also choose to rent a room or shared house off campus in the surrounding Uxbridge area.

► Applying for on-campus accommodation

If you have not already applied for accommodation on-campus, you should go to the Accommodation Hub at accom.brunel.ac.uk/apply, choose 'Create Account' and use your seven digit Brunel ID, date of birth and last name to create your account. Start your application by choosing which type of room you would like to apply for; single rooms and en-suites or studio flats. Submit your application, ensuring that you enter your personal details correctly.

► When will my room be allocated?

Once you have received your CAS, the Brunel Accommodation team will allocate a room to you. Please follow the instructions in the email to accept your room offer. You will need to make a deposit to secure your room by the date given in the email. You can pay online via bank transfer, or online here: brunel.ac.uk/online-payment.

Living off campus

Many students choose to live off-campus, especially after their first year. You can find comfortable, affordable rooms within walking distance of the University, and you will get to know the local area.

Living off-campus can give you a greater understanding of the local community and culture, as well as giving you the experience of living independently. In 2018/19 you can expect to pay around £108 for a standard room and between £137-£151 for an ensuite room per week, not including other household bills. As well as conducting your own property search online, you can use the services in the following contact details to find the perfect place to live.

🔍 Contact details

Accommodation services

Opening hours: Monday to Friday, 9.00am-5.00pm

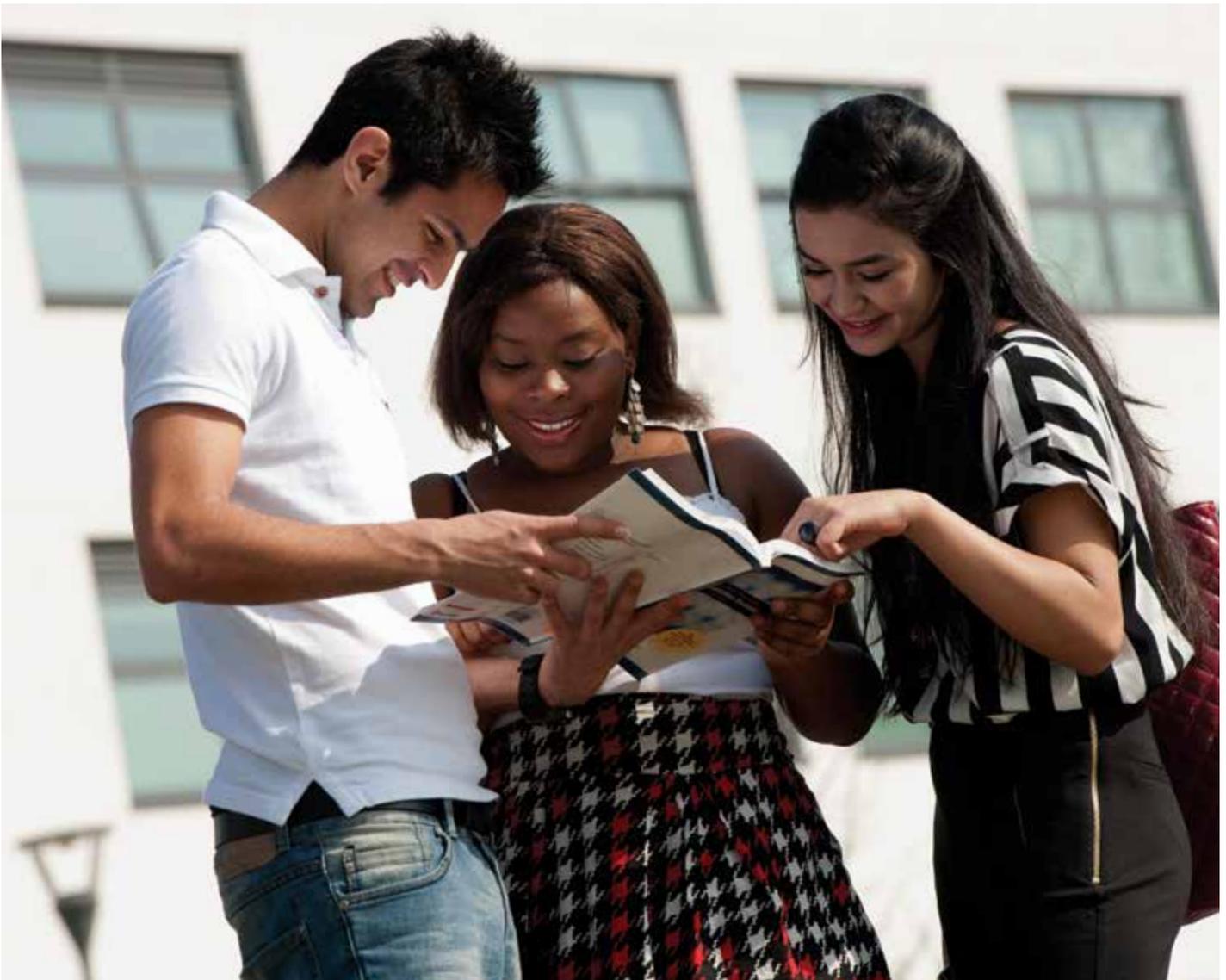
T +44 (0)1895 267900

F +44 (0)1895 269793

E accom-uxb@brunel.ac.uk

W brunel.ac.uk/services/accommodation

Question & Answer Centre: accominfo.brunel.ac.uk



Before you leave

What you need to do before you travel to the UK

► Book your accommodation

Make sure you have arranged your accommodation before you travel by contacting the Brunel Accommodation Office (see Accommodation on the opposite page).

► Book your flight

It is advisable to book a flight as soon as you have accepted your unconditional offer with LBIC. Many students travel to and from the UK at the beginning and end of each semester, therefore flights can be busier at these times.

► Tell us your travel arrangements

It is very important that we know when you are arriving and where you intend to stay in the UK. Please remember to tell us about your travel and accommodation details as soon as they are booked, by emailing info@lbic.brunel.ac.uk.

If you think you will arrive after the last day of enrolment, you must get permission from LBIC to enrol late. Please contact info@lbic.brunel.ac.uk. You may miss important sessions if you are not here by the first day of teaching.

► Arrange an airport pick-up

LBIC can arrange your collection from Heathrow airport. Please see the 'Airport pick-up' section on page 2.

What to pack

Important documents

You should ensure that you have the following available in your hand luggage when you arrive in the UK:

- ▲ A valid passport and student visa
- ▲ Full details and evidence of your accommodation in the UK
- ▲ Your unconditional offer letter and completed acceptance form
- ▲ Evidence of funding: a bank statement to show personal or family resources or confirmation of sponsorship letter
- ▲ A small amount of cash with you (in GBP) for your day-to-day expenses until you have your bank card
- ▲ Recent medical report (including x-ray results if this applies to you)

You should also bring the following important documents with you to the UK:

- ▲ Your CAS Statement (if relevant)
- ▲ Original academic qualifications and translations (if appropriate)
- ▲ Original English language qualification
- ▲ Personal identification (e.g. driver's license, birth certificate, etc.)
- ▲ Any medical prescriptions or certificates
- ▲ Proof of your address in your home country
- ▲ Contact numbers for any family/friends in the UK
- ▲ Contact details of family/friends in the event of an emergency
- ▲ At least four passport sized photographs
- ▲ If you are under 18, your guardian details. The guardian must be resident in the UK and appointed by your parent. Please contact Student Services, we can refer you to a guardianship company

Clothes

Students dress casually in the UK. Medium weight clothing such as sweatshirts are appropriate throughout the year but t-shirts are more useful for the summer. For winter, you will need rainwear and warmer clothing and footwear.

Personal items

Bring some personal items (basic toiletries such as toothbrush, soap, towel, etc.) so that you do not need to go shopping as soon as you arrive. We also suggest bringing glasses, contact lenses, current prescriptions and medication. However, make sure these items will clear customs first.

For information on what goods you may bring into the UK, please see the UKVI Immigration website: [gov.uk/moving-to-uk](https://www.gov.uk/moving-to-uk).



On arrival

When you arrive at the airport, you can either use our airport collection service or make your own way to the LBIC and Brunel campus. Please see below what to expect, as well as what to consider when you arrive.

Immigration Control

When you arrive in the UK you will first go to collect your luggage, then pass through Immigration Control. You will need to join a different queue depending on whether you are arriving from within or outside the EU. You may have to wait for up to two hours at immigration during busy periods. Keep all of your documents to hand to ensure you get through Immigration Control as quickly as possible.

Transport from Heathrow

► Buses

The U3 bus leaves Heathrow Airport Bus station roughly every 10-13 minutes and it stops outside Brunel University London. Please ask the driver where to get off if you are not sure. The Transport for London website tfl.gov.uk provides information on using public transport in London as well as updated bus schedules.

► Taxis

There is a taxi collection service, costing approximately £25. To request a taxi please complete a form which can be found at bic.navitas.com/arrival

We will write back to you within 24 hours to confirm your taxi booking.

How to get your room keys

Please check with the Accommodation office.



Enrolment

You must enrol before you can begin your studies with LBIC at Brunel University London.

► Biometric Residence Permit (BRP) collection

On completion of your successful visa application, you will receive a Home Office decision letter along with your 30-day travel visa. The decision letter will state where you will need to collect your Biometric Residence Permit. There are two collection points:

1. Brunel Student Centre (Howell Building)
2. Post Office (usually in Uxbridge) but check your Home Office letter

Where you collect yours will depend on what you chose as your ALC (Alternative Location Code) on your visa application.

Students under the age of 18 that are required to collect their BRPs from the Post Office will need to be accompanied by an appointed UK guardian. Please check UKCISA website for more information, or contact LBIC Student Services.

► Enrolment process - what you will need

- ▲ Key original documents are required for your registration at Brunel University London and LBIC. You will not be able to enrol or begin your studies if you do not bring the below documents along to enrolment with you:
- ▲ Original academic and English qualification (that you have used to apply for this course, e.g. IELTS certificate, school diploma or previous degree certificate which should be translated).
- ▲ Original passport and visa/BRP card

- ▲ Original police registration certificate (if applicable)
- ▲ Details of your accommodation, e.g. landlord contract, letter confirmation from relative

If you have made a visa application in the UK and do not have the above documents, you are required to bring your original Client Care letter or a UKVI Letter and your proof of postage receipt with you to enrolment.

► Receive your Brunel ID Card

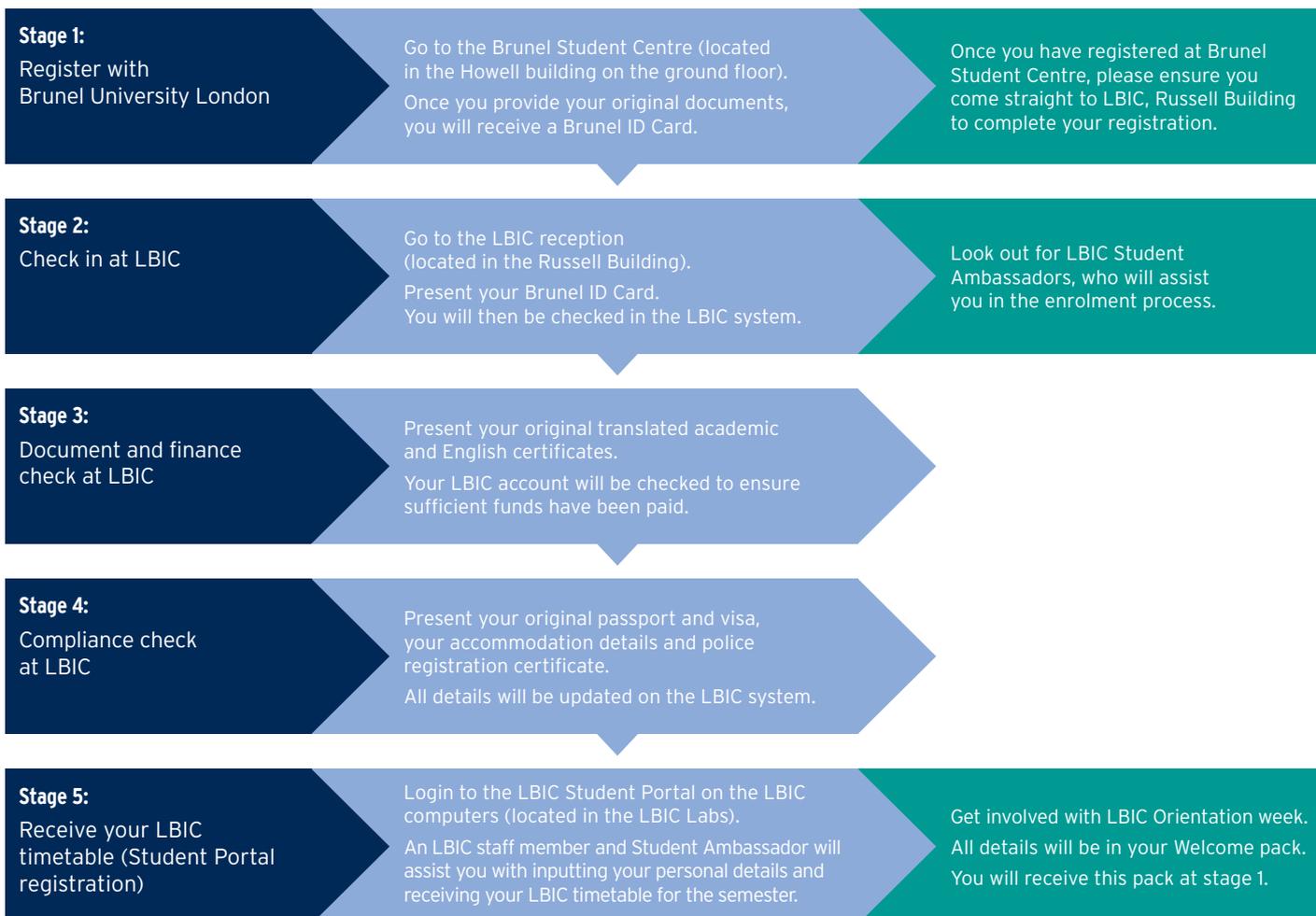
Firstly, you will need to complete your enrolment at Brunel University London by visiting the Brunel Student Centre. Once you have completed your enrolment, you will receive your Brunel Student ID card and this will give you access to all the services and facilities on campus.

► Complete your enrolment at LBIC

After receiving your student ID card, you should proceed to LBIC, located on the ground floor of the Russell Building in Zone G to complete your enrolment. Here you will receive your timetable, an Orientation Pack containing your LBIC Student Handbook and other important information.

Enrolment key stages

The key stages of your registration/enrolment process at Brunel University London and LBIC.



Arriving late

Students who arrive after Orientation Week must inform LBIC of their arrival date, so that the team can arrange for you to attend an alternative session.

Therefore, you are required to contact the Student Services Team via email at studentservices@lbic.brunel.ac.uk

Please be aware that you cannot attend your classes until you have completed your enrolment with both the Student Centre at Brunel University London and LBIC.

Police registration

If you need to register with the police, this requirement will be shown on your Biometric Residence Permit (BRP) or Home Office letter.

You'll need to register with the police if:

- ▲ your visa is for longer than six months
- ▲ you're 16 or older
- ▲ you're in the UK and switching to a visa which requires you to register
- ▲ you're from one of the following countries: Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen.

How to register with the police

Take the following to the Overseas Visitors Records Office 323, Borough High Street, London SE1 1JL:

- ▲ Completed digital Registration Proforma, with two recent UK passport sized colour photographs measuring 45mm x 35mm pasted in the marked box
- ▲ Photocopy of your passport and BRP
- ▲ £34 registration fee
- ▲ Home Office letter (applicable if it is an in-country application)



Orientation and life on campus

Both LBIC and Brunel, based on one of London's few campus-style universities, are located in Uxbridge. With a vibrant student community, activities and facilities, you will never be bored!

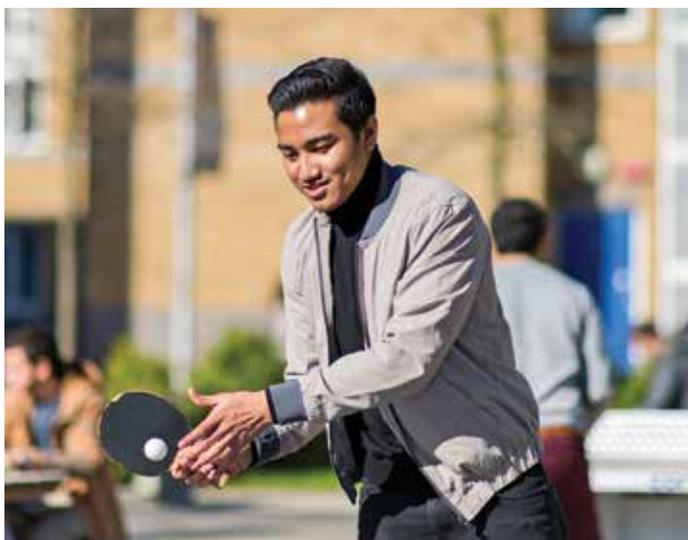
Orientation

Orientation is the beginning of your journey at LBIC. It is a new study environment and for most students a new country and a new way of life. Orientation is where it all starts, so don't miss it.

What will happen at Orientation?

During your first week at LBIC we will be running activities and events that are designed to give you the opportunity to learn more about student life and to help you settle into Brunel University London.

LBIC will be organising tours of the campus, Uxbridge and London. They also organise social events in the first week to get to know your fellow classmates, as well as student ambassadors and LBIC staff. You will receive the orientation schedule when you enrol.



Student Services

The LBIC team is always happy to help students with any query or difficulty – no matter how big or small. The Student Services team looks after all of our students' needs, including:

- ▲ social activities
- ▲ disability support
- ▲ registration and enrolment onto your pathway at LBIC
- ▲ orientation programmes
- ▲ student welfare
- ▲ transfer assistance to Brunel University London
- ▲ Students in Jeopardy programme
- ▲ student welfare
- ▲ 24/7 emergency assistance
- ▲ academic performance monitoring
- ▲ attendance monitoring

Register at the Medical Centre

You should register at Brunel's on campus Medical Centre in the first week of term. To do this, go to the Medical Centre and complete their form. You can also complete the form at the link below, print it off and bring it with you.

sites.brunel.ac.uk/medicalcentre/registration

Campus life

Campus facilities

Brunel has spent £500 million redeveloping the campus, as an investment for the future. New and refurbished social, teaching and sporting facilities will help ensure that Brunel University remains amongst the best providers of higher education in the region.

▶ Classrooms

The lecture centre has undergone an extensive renovation featuring state-of-the-art teaching equipment and improved social and study facilities.

▶ Computer labs

Computer and media services are available throughout the campus with PC workstations at almost every corner. Media equipment loan services are available to enhance presentations and projects.

▶ Library

The 24 hour library lies at the heart of the campus and offers 1,200 study spaces, nearly 500 PCs, study rooms, Wi-Fi and an extensive collection of books, journals, eBooks and over 16,000 eJournals.

▶ Arts

The Arts Centre brings the campus to life with exhibitions, concerts and productions throughout the year.

▶ Sports

All students are welcome to take advantage of the sports centre's fantastic facilities. Equipment ranges from an indoor 132m sprint and hurdle track to a fitness suite offering over 70 cardiovascular and resistance stations to a floodlit six lane 400m track.

Useful links

Brunel Student Union
brunelstudents.com

Brunel campus life
brunel.ac.uk/life

Brunel sport facilities
brunel.ac.uk/life/sport

▶ Careers

Brunel's Professional Development Centre has an extensive career library, interactive online services and mentoring services for CV writing and mock interviews.

▶ The Meeting House

The Meeting House is a pastoral, spiritual and community building resource for all at Brunel. Chaplains from Christian, Muslim, Hindu and other faith traditions are available any time.

▶ Health

The Medical Centre on campus offers a large variety of services to students and members of the public.

▶ Eat

Students have access to a wide variety of food in the canteen, Beactive, Broosters, Subway, on-campus supermarket and Locos.



Finance and money

Opening a bank account

To open a bank account in the UK you will need to go to a branch of your chosen bank and fill in the relevant forms. You will need to bring the following documents:

- ▲ Proof of identification (passport)
- ▲ Proof of Immigration Permission (Visa/BRP)
- ▲ Proof of residence (tenancy agreement/ household bill in your name)

Please be aware that it can take between three days and two weeks for the bank to open your account and send you your bank card.

Cash

Do not carry a large amount of cash on you in the UK.

Bring GBP. You can exchange this at most airports and post offices in the UK if you have not done this before you arrive. You will not be able to use US dollars or any other currency to pay for products or services.

Ensure that you keep the cash on your person when travelling. Use a body belt or similar to carry cash and other valuables. You should not place any cash in your hold baggage.

Please note that LBIC cannot take responsibility for cash lost by students. It is your responsibility to keep it safe.

Travel costs

If you plan to live off-campus you will need to budget for travel costs, and in any case, you will want to travel both within and outside of the local area in your free time.

Uxbridge is part of the London transport network, so you can buy an Oyster Card to use on buses, the tube and local trains. In addition, you will be eligible to apply for a student Oyster through the TFL (Transport For London) website.



Course materials

You will need to set aside money for course materials and study equipment, such as stationary and textbooks. Good second-hand or new books and materials are available on Amazon and eBay as well as most high street bookshops.

Entertainment

How much you spend on entertainment, such as socialising, eating out and your hobbies, will vary greatly depending on your interests. Membership fees for University clubs and societies vary - some are free, and others give access to reduced price activities. The food court, bars and nightclub on campus offer very good value for money.

Advice and support

The Advice and Representation Centre (ARC), run by the Students' Union, provides free, confidential, accurate and independent information on a range of areas that may affect your life whilst studying and working. This includes advice on financial issues such as:

- ▲ Budget planning
- ▲ Welfare and benefit entitlement
- ▲ Employment issues
- ▲ Debt negotiation and counselling
- ▲ Council tax queries
- ▲ Student support queries and advice on the University Hardship Fund.



Helpful information

Below is some helpful information that will be useful to you during your studies in the UK

Working in the UK

Your visa or Biometric Residence Permit (BRP) will state the maximum hours that you, as a Tier 4 Student, may work in the UK, e.g. 20 hours per week. You can do most kinds of work, but you must not:

- ▲ be self-employed
- ▲ be employed as a professional sports person, including as a sports coach
- ▲ be employed as an entertainer
- ▲ take a permanent full-time job

You can find advertisements for jobs in your local newspapers, in shops, on notice boards around the university or college, in the careers service or your Students' Union. There are many job search websites and job agencies. If you have a specific job in mind you may also consider taking your CV into the company or emailing it to them.

National Insurance

Everyone who works in the UK must pay National Insurance (NI) contributions. If you have a part-time job offer or can provide evidence that you are actively seeking work you can apply for a NI number. Your National Insurance number (NINo) is a unique personal number which is used to record your National Insurance contributions. Employees and employers both pay National Insurance contributions, which help to fund contributory benefits, for example, the state pension and jobseeker's allowance.

UK Public Holidays

It is worth making a note in your diary of the following UK Public Holidays (also known as Bank Holidays) as the college will be closed on these dates.

Public holidays	Date
2018	
New Year's Day	Monday 1 January
Good Friday	Friday 30 March
Easter Monday	Monday 2 April
Early May bank holiday	Monday 7 May
Spring bank holiday	Monday 28 May
Summer bank holiday	Monday 27 August
Christmas Day	Tuesday 25 December
Boxing Day	Wednesday 26 December





T: +44 (0)1895 265540
E: info@lbic.brunel.ac.uk
www.brunel.ac.uk/lbic

**LBIC at Brunel University London
Kingston Lane, Uxbridge
Middlesex UB8 3PH
United Kingdom**

The information contained in this guide is correct at the time of publication; however, London IBT Ltd trading as London Brunel International College (LBIC) reserves the right to alter, amend or delete details at any time without notice. This guide is provided free of charge. Printed January 2018.