



**University of Nottingham**

**Moving to Nottingham from Outside the UK:  
A Guide for New International Staff**

International Employment Services, Human Resources  
[internationalhr@nottingham.ac.uk](mailto:internationalhr@nottingham.ac.uk)  
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## Welcome to the University of Nottingham

The information in this booklet is designed to help you and any accompanying family as you make the move to Nottingham to take up your employment with us.

We hope this information and the other services this guide connects you with will be useful and make your arrangements to move here a little easier.

This information is reviewed regularly and kept as up to date as possible. If you have any comments or suggestions as you use this guide, please do let us know so we can continue to improve the information we provide.

A member of the International Employment Services team will be pleased to talk through any questions or concerns you may have, either over the phone or through a face to face meeting once you are here in Nottingham.

We can provide information on a range of issues, including relocation, visas and immigration, accommodation, schools, bank accounts, transport and the University. We will be in contact with you ahead of your start date, but you are also very welcome to contact the team at [internationalhr@nottingham.ac.uk](mailto:internationalhr@nottingham.ac.uk) at any time before or after your start date.

We look forward to welcoming you.

Samantha Thorne  
International Employment Services Manager  
Human Resources Department

## EU Referendum and the Brexit Process

Our international community of staff and students are at the heart of our University. Our University has always been a supportive, inclusive, caring and positive community. We warmly welcome those of different cultures ethnicities and beliefs – indeed this very diversity is vital to our success, it is fundamental to our values and enriches life on campus. In the context of recent political events, we will now, more than ever, ensure our University is a place where diversity is welcomed, cherished and respected.

If you are an EU national, joining us to live and work in Nottingham, there has not yet been a change to your existing rights and status as an EU national, nor has there been a change to the rights of UK nationals in the EU as a result of the Referendum. We understand, however, that continued uncertainty about the future situation in the UK is difficult.

Although it is not possible to predict what changes will take place as a result of the EU exit process, the University continues to monitor the situation so that we are prepared to provide support and advice to our staff and students at the appropriate time.

Further information about support to staff is available at <http://www.nottingham.ac.uk/hr/eu-referendum/index.aspx>

If you have any questions or concerns at any time, please do share these with us so we can continue to review and improve our support to you.



# Visa & Immigration

## Permission to work in the UK

If you are a non-EEA national, your employment with the University may be subject to the relevant permission to work in the UK as defined by UK Visas and Immigration (UKVI). Please visit the [UKVI web site](#) for further information.

## Visa required

You will be required to have proof that you have acquired an appropriate visa by the time of your proposed employment commencement date. If required, your Tier 2 Certificate of Sponsorship (CoS) will be issued and you will be contacted by the HR Staff Immigration Team in due course (email: [staff-immigration@nottingham.ac.uk](mailto:staff-immigration@nottingham.ac.uk)).

Once employed at The University of Nottingham we are required to carry out certain monitoring and record keeping duties of all current visa holders. These are:

- Maintaining your up-to-date contact details. Please ensure that you inform HR immediately if there are any changes. Please find the link to the relevant form on our website [Contact Details for Migrant Workers Form](#)
- Reporting any unauthorised absence: unauthorised absence does not include authorised annual leave, sickness absence which has been appropriately reported through the University's sick absence reporting procedure or any other leave (such as parental, maternity, study etc.), authorised under a University process. You should ensure that you are aware of the process for reporting all forms of leave, including annual leave. Therefore, it is very important that you comply with the appropriate leave procedures, as we may have to report your unauthorised absence to the UKVI.
- Annual check of eligibility to work in the UK. The University is required to formally check your eligibility on an annual basis. You will be contacted by HR should we need any further information.

Please see our HR webpage for further details:

<http://www.nottingham.ac.uk/hr/guidesandsupport/workingintheuk/index.aspx>

## Surcharge

If you are applying for a UK visa you may need to pay a charge for healthcare services, as part of the visa process, called the 'immigration health surcharge (HIS)'. This charge is a fixed sum, calculated per annum.

For visa applications made outside the UK, you'll have to pay if:

- you're a national of a country outside the [European Economic Area](#)
- you're applying for a visa to work, study or join your family in the UK for more than 6 months (but you're not applying to permanently remain in the UK)
- you've applied and paid your visa fee on or after 6 April 2015

For immigration applications made from within the UK, you'll have to pay if:

- you're a national of a country [outside the EEA](#)

- you're making an immigration application for any length of time, including applications for 6 months or less (but you're not applying to permanently remain in the UK)
- you've applied and paid your application fee on or after 6 April 2015

Please [click here](#) for further details

### **Criminal Records Checks for Overseas Applicants**

Certain roles at the University require additional pre-employment checks due to the nature of the role responsibilities. If your role requires a criminal record check it will be stated in your conditions of employment. Overseas candidates are required to seek a 'certificate of good character' from the police authority in the country they have resided in or the relevant embassy in the UK. Further information can be found on the Government website, please [click here](#).

## Relocation Support and Removals Policy

The University provides support with relocation to Nottingham from within the UK or from overseas through the **Removal Expenses Policy**. Relocation flight expenses are not reimbursed as part of this policy; the provisions of the Removal Expenses policy are set out in brief below. A copy of the full policy and claim form will be provided with your contract of employment where this support is offered as part of your appointment. Eligibility for support for relocation will depend on the type of contract you have been given.

This policy will apply to the staff groups below, only if offered as part of your employment contract, either on a permanent or a fixed term basis (funded from general revenue):

- Academics (including RCUK Assistant Professors, Clinical Assistant Professors, Clinical Associate Professors and Professors, Clinical Teaching Fellows and GP Educators)
- R&T Job Family (Academic and Teaching and Learning) – levels 4 (including 4a Teaching) and above
- APM and TS Job Family – levels 4 and above
- Fertility Nursing Services

### Removal Expenses

The equivalent of the cost of the lower of two acceptable tenders for the removal of furniture and personal effects from a previous residence in the UK or overseas, in one move, to Nottingham.

- Warehouse storage costs and insurance up to a maximum of 26 weeks and for delivery to the final address in the Nottingham area (with prior agreement by the Director of Human Resources)
- The items listed below can also be claimed on presentation of receipted invoices up to the amount of one month's gross salary or up to £2,500, whichever is the greater.
  - i. estate agent's fees, or alternatively advertising costs or auctioneer's charges;
  - ii. legal charges, including payment of stamp duty (limited to stamp duty payable on value of property sold), land registry fees, local authority searches, etc;
  - iii. building society or equivalent survey costs.

The total grant payable for the above must be claimed within twelve months of the commencement of the appointment.

### Flights

Relocation flight expenses are not reimbursed as part of the Removal Expenses Policy.

### Airport Collection

Upon arrival in the UK it may be possible to have a car and driver meet you (and any accompanying family) and bring you to Nottingham. This service is offered at the discretion of the department you are joining. If you would like to take advantage of this offer, please contact the International Employment Services Team at [BR-International-](#)

[HR@exmail.nottingham.ac.uk](mailto:HR@exmail.nottingham.ac.uk) as soon as possible with details of your flight details, who you will be accompanied by and how much luggage you will have with you, together with your destination address and we will make the arrangements for you.

# Finding a school place for accompanying children

Most commonly schools in the UK are divided up as follows:

## Early Years/Pre-School

Aged 3-5 years

## Two Tier System

Primary Schools – children aged 4 to 11

Secondary Schools – children aged 11 to 16

## Further Education

College/Sixth Form – Pupils aged 16-18+

The UK school year runs from September to August, children are eligible to start Primary School in the school year that they turn 5.

## State School Places

When applying for a state school place you should refer to the admissions criteria for the relevant local authority. Please note, you are only allowed to apply for schools in your local authority, this is called a 'catchment area'

Please use the interactive district map on the link below to determine which schools are available in your area:

[Interactive map of catchment area](#)

Alternatively, your local authority is likely to be either:

- **Nottinghamshire County Council**

To search for a school in this area, please [click here](#)

To apply for an 'in-year' school place, please [click here](#)

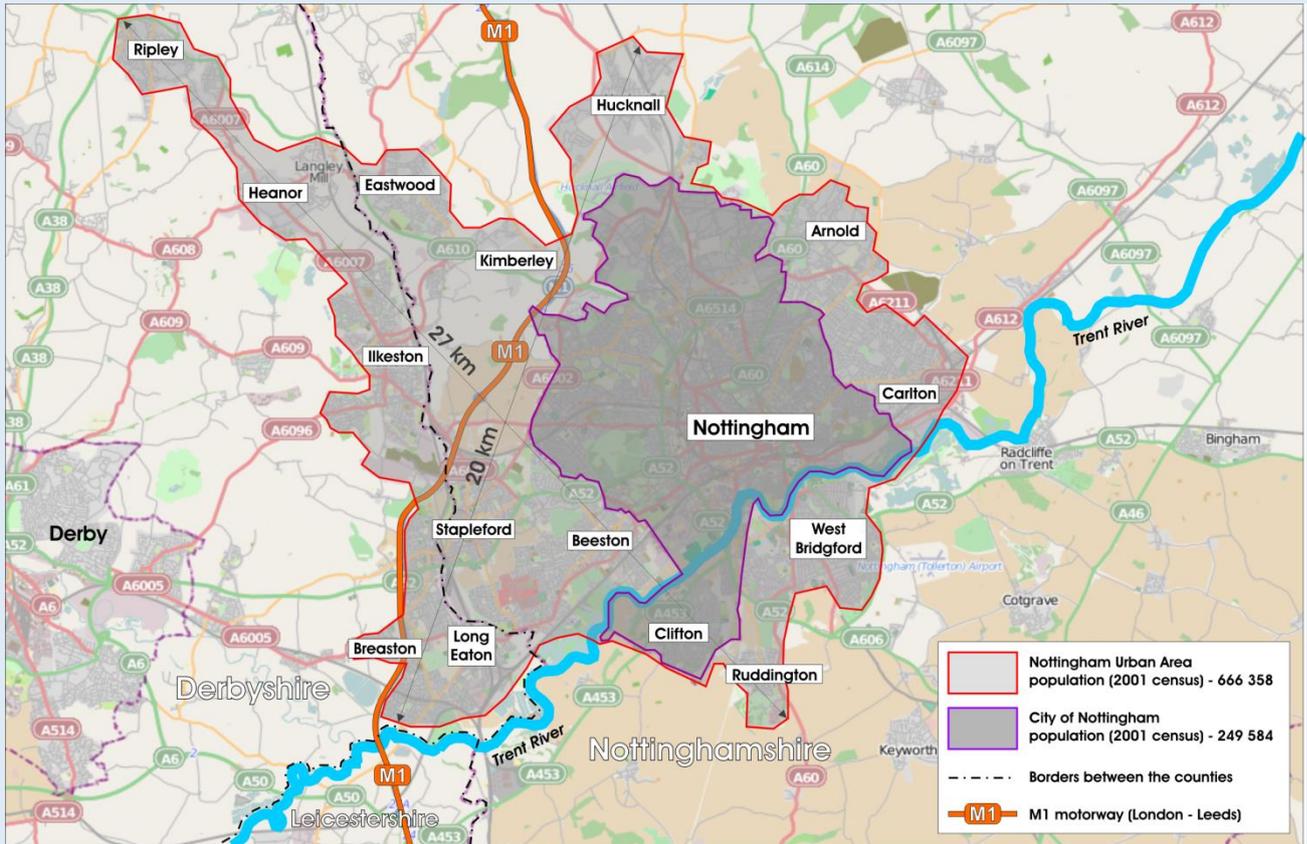
- **Nottingham City Council** (City and Clifton only)

For a map of Nottingham City, please [click here](#)

To search for a school in this area, please [click here](#)

To apply for an 'in year' school place, please [click here](#)

These are the links to apply for an 'in year' school place which is normally the relevant process when moving in to the UK.



A map to show the Nottingham County Council (red) and the Nottingham City Council (Purple) area.

### How to apply

To apply for a school place, you will require evidence of a UK address. Both admissions authorities have advised us that they will accept a temporary UK address for the purpose of the initial application for a school place, but of course this can cause issues if your temporary address is not in the same 'school catchment area' in which you intend to find a permanent address and/or is not in the catchment area of your preferred school. We would recommend that you contact the relevant admissions authority as soon as possible to confirm the application criteria. They have advised us that they are willing to help overseas applicants to complete an application over the phone.

Please note that many of the more popular schools are oversubscribed and you may not therefore be able to obtain a place at your first choice school.

### Independent/Fee Paying Schools

There are also a number of fee paying schools in the area. Listings of independent schools are available through the Independent Schools Council website, please [click here](#)

## Childcare options for younger children

The University of Nottingham offer an excellent range of childcare services for students and staff to make life with us as easy as possible, for more information about the services listed below please [click here](#).

- University of Nottingham Day Nursery – A 50 place day nursery catering for children aged four months to five years
- University of Nottingham Playcentre Day Care – Offers 28 places for children aged between 18 months and five years old
- University of Nottingham Playcentre Playscheme – Caters for children aged four and a half to twelve years old. Open during all school closures apart from Bank Holidays, University holidays and in-service training days
- There is also a Busy Bees Nursery available on campus. To find out more, please visit [busybees](#) or call BusyBees directly on 0115 9229117.

Alternatively, family support information can be found on the Nottingham Council Websites:

Nottingham City Council (City centre and Clifton only) – [Click here](#) or call directly on 0800 4584114.

Nottingham County Council Family Support – [Click here](#) or call directly on 0300 5008080

### Salary Sacrifice

We offer several sacrifice schemes so you can tailor your benefits to your individual requirements, as well as allowing you to take advantage of National Insurance and/or tax and National Insurance savings. In particular, for childcare we offer a nursery tax scheme and a childcare voucher scheme. [Click here](#) for more information.

# Accommodation options

## Hotel on Campus

Visitors to the University can choose to stay on University Park Campus in the brand new Orchard Hotel. Funded by the University and managed by De Vere Venues, this £20 million 202-bed property is built to the highest of environmental standards.

For availability and rates, call 0844 346 1216 or email [orchardreservations@deverevenues.co.uk](mailto:orchardreservations@deverevenues.co.uk)

To find out more information about the Orchard Hotel's facilities, visit the [De Vere Venues website](#)

## Short term/Long term accommodation on Campus

On-campus accommodation is available on a short stay basis of up to 28 nights or on a medium and long stay of 29+ nights. Please note these are very popular and they also do not take children under the age of 14 years.

For more information on short term and long term accommodation on campus please visit the [accommodation webpages](#).

## University Houses

University Houses are furnished properties and are suitable for couples and families for students, staff and visitors. Accommodation in University Houses is limited and as such, is not guaranteed. There may be a waiting list which you can join. University Houses offers a range of properties of varying sizes and prices which you can apply for.

Please note that rent for all University Houses is required for a minimum of three months. If you are interested in renting a University House and are able to stay for a minimum of three months, please contact University Houses directly, and they will make the arrangements for you. [university-houses@nottingham.ac.uk](mailto:university-houses@nottingham.ac.uk)

## Private Off-Campus Accommodation

[Unipol](#) work in partnership with the University of Nottingham and advertise a selection of the private sector property ranging from furnished houses to a few self-contained flats. They can be contacted on – [info@nottingham.unipol.org.uk](mailto:info@nottingham.unipol.org.uk) or tel: 0115 9345020

There are a number of external websites in the UK that may assist you in looking at the private rental market ahead of your arrival; however we have no partnerships developed:

- [Right Move](#)
- [Zoopla](#)
- [Prime Location](#)
- [On the Market](#)

Prices vary significantly depending on the size of property and area of Nottingham in which you want to live. For guidance on where to live in Nottingham and prices of each area, please [click here](#).

## What you will need to rent a property in the UK

The letting agents in the UK will require the following to create a letting agreement:

- Passport and Visa (if applicable)
- Confirmation of employment
- Bank Statement for credit referencing
- Proof of where you have lived for the past 3 years e.g utility bills

If you are a non-EU resident you may also require a UK based guarantor (a person that under a contract, agrees to be held responsible for another's debt) or pay an additional fee.

## The costs associated with renting a home privately in the UK will include:

### Rent

Rent is normally paid monthly in advance, with monthly rental cost depending on the size and location of the property.

### Deposit

You may be asked to pay a deposit when you sign your contract; which is usually equal to one month's rent, to hold your house for you until you move in. This should be returned to you when you move out. Many landlords use a [deposit protection scheme](#) which deals with the deposit as an independent third party.

### Upfront costs

Please be advised that there may be some up-front costs that will need to be paid for your rental property. As well as advance rent and security deposits additional costs may include holding deposits and administration fees for the rental company to obtain references.

### Utility bills

You will usually be responsible for charges separate to your rent such as gas, electricity, water and other bills. You may be able to secure an all-inclusive rental deal with your landlord, but this is not common.

Your landlord should have details of the water, electricity and gas suppliers that previous tenants used, and you will have to contact these companies directly to set up payment methods for your bills throughout the year. Most bills come in once a month or every three months. Make sure you are not paying for any costs accrued from the previous tenants.

### TV Licence

You will need to purchase a TV license if you want to watch or record any TV programmes, irrespective of the device you are using. [TV Licensing](#) officers visit unlicensed properties to check if a television, laptop or iPad is being used.

To obtain a TV Licence, contact:

t: +44 (0)300 790 6090

w: [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)

### **Council Tax**

Council tax is collected by the local council to fund local services such as education, social services and cultural services. When you move into your house, you will probably receive a notification from the council about the amount of tax for the property. The amount payable depends on your local authority and the band your property is in, normally the larger the property, the higher the council tax.

To calculate and pay your council tax online, please [click here](#) and enter your postcode.

Letting agents and landlords may be able to provide you with the council tax band to calculate the cost.

### **Home Insurance**

There are three main types of home insurance policies: building, contents and combined building and contents cover. Buildings cover protects the structure, the fixtures and fittings in your home, while contents insurance covers your belongings.

If you rent a house, building insurance will be covered by the owner of the house. If you wish to purchase insurance for the contents of your house, you can find competitive rates on [comparethemarket](#), [sainsburysbank](#), [moneysupermarket](#) and [confused.com](#).

### **Internet/Broadband**

Internet and telephone packages may also need to be purchased. Many residents secure annual deals although there are options for shorter periods available. Popular providers include, Sky, BT, Virgin, TalkTalk. To find competitive rates, please visit [www.uswitch.com/broadband](http://www.uswitch.com/broadband)

# Finances

## Banking

It is advisable to open a bank or building society account and deposit your money as soon as possible after arrival in the UK, this process can take up to 2 weeks therefore other means of money is important.

Before you leave home, talk to your bank and find out if they have any links with banks in the UK. It may also help to bring a letter from your bank manager with you to confirm your account history. Different banks or building societies may ask you for different documents to open an account; you may want to check this with them before arriving. At the University of Nottingham on University Park there are two banks - [NatWest](#) and [Santander](#) – and several others in [Nottingham City Centre](#)

To open a Basic bank account in the UK, you will normally need the following documents:

- A confirmation letter of employment (Produced by your department/school or HR upon request)
- Your passport or your European Union National Identity Card
- UK address (temporary is acceptable).

Following 6 months of holding the basic bank account, you may be able to change/up-grade your account. Please speak with your bank for more details.

## National Insurance Number (Fast Track Process)

Everyone who works in any capacity in the UK will need to register for a National Insurance (NI) number. The NI number determines the amount of tax you pay and these contributions will be taken each time you are paid, as long as you earn over £155 per week. These contributions qualify each individual for certain benefits, including the state pension.

You can only apply for a National Insurance number once you are in the UK by making an appointment with Job Centre Plus where you'll be asked about your circumstances and why you need a National Insurance number. This can be a lengthy process and we can offer support to employees with this by requesting a fast track application form. For further information or to request a form please contact the International Employment Services Team at [BR-International-HR@exmail.nottingham.ac.uk](mailto:BR-International-HR@exmail.nottingham.ac.uk)

If you decide to apply through Job Centre Plus the details are as follows;

### **Job Centre Plus - National Insurance number allocation service**

Telephone: 0345 600 0643

Monday to Friday, 8am to 6pm

Welsh language: 0345 602 1491

Monday to Friday, 8:30am to 5pm

[Find out about call charges](#)

## Payroll and Pensions

[Payroll Services](#) at the University of Nottingham aims to ensure that all employees are paid in a timely and accurate manner and to provide quality customer service.

For payroll queries: [payroll@nottingham.ac.uk](mailto:payroll@nottingham.ac.uk) or Tel: 0115 95 15648

For pension queries: [pensions@nottingham.ac.uk](mailto:pensions@nottingham.ac.uk) or Tel: 0115 951 5996

| Company   | Telephone              |
|---|------------------------|
| <a href="#">Tax Office</a>                              | 0845 300 0627          |
| <a href="#">National Insurance</a>                      | 0845 600 0643          |
| <a href="#">CPAS Helpdesk (Xafinity Consulting Ltd)</a> | 0845 120 3081          |
| <a href="#">CRSP Helpdesk (Legal &amp; General)</a>     | 0845 070 8686 - PIN 16 |
| <a href="#">NHS Pension</a>                             | 0845 610 1115          |
| <a href="#">USS</a>                                     | 0151 227 4711          |

It is important that you return your 'Bank Details and Tax Information Form' as soon as you have bank details in the UK and you and your manager have signed it. If you do not have a National Insurance Number and are in the process of applying, please write 'applying' and notify Payroll at a later date of you NI number.

Details of the Pension Scheme were included with your starter pack.

**Contributory Retirement Savings Plan (CRSP)** – If you are eligible for this scheme and wish to join, please return the form in your contract pack to Pensions – King's Meadow Campus.

**Universities Superannuation Scheme (USS)** – If you are eligible for this scheme you will be automatically enrolled, if you wish to Opt-out of this scheme please follow the instructions in your contract pack.

## Tax Queries

The University of Nottingham cannot provide advice or support on individual tax queries. If you have any queries please visit the [Tax Office Website](#). HM Revenue & Customs is a non-ministerial department of the UK government responsible for the collection of taxes and will be able to answer any queries. To contact HMRC, please [click here](#).

Useful links:

Government – [Get help with tax](#)

## Health and Wellbeing

To access the National Health Service you first have to register with a doctor (often referred to as a GP). Doctors in the United Kingdom have catchment areas, meaning you can only register at a practice near where you live.

### Doctors

The NHS doctors at [The University of Nottingham Health Service](#) (Cripps Health Centre on University Park) have a very large [catchment area](#) so you may find this the easiest practice to register with. You may register with The University of Nottingham Health Service (UNHS) if you are:

- a member of staff on a contract of at least six months and you live within our catchment area
- spouses, children or dependents of staff (as above)

If you are outside of the catchment area for the UNHS, please [click here](#) for more doctors' practices.

### Dentists

Dental practices are not subject to a particular catchment area. Simply find a dental practice that is convenient for you, whether near your home or work and phone them to see if any appointments are available. Not all dental practices will have the capacity to take on new NHS patients. If this is the case, you may either choose to be seen privately, join a waiting list or find a dentist that is able to take on new NHS patients.

How to find a dentist near you – [click here](#)

For more information about Dentists in the UK – [click here](#)

### Physical Recreation and Sport

The University of Nottingham offers indoor and outdoor sport facilities at each campus; [University Park](#), [Jubilee](#), [King's Meadow](#) and [Sutton Bonington](#) Campus. Get active in one of our state of the art fitness centres, visit our [eight-lane swimming pool](#) or take part in hundreds of [classes](#) available every week.

For more information, please [click here](#)

For a staff sports membership, please [click here](#)

For general enquiries: email [sport@nottingham.ac.uk](mailto:sport@nottingham.ac.uk) or tel: 0115 951 5516

## Police Registration

Dependent on nationality, some staff who are here in the UK for more than 6 months will be required to register with the police within seven days of their arrival in the UK. If you need to register with the police it will be stated on your visa/entry clearance. Please refer to the [guidance notes](#) and [appendix 2](#) for a list of nationalities affected.

To register you will need:

- your passport
- two passport sized photographs
- the registration fee of £34 in cash

Local police station representatives are available on campus, within the [International Office](#), so that you can register easily. You can obtain more information on this process from the International Office when you arrive by telephone 0115 951 5247 or email [international-support@nottingham.ac.uk](mailto:international-support@nottingham.ac.uk)

# Working at the University – Practical arrangements

## University Card

You will need to apply for your [University Card](#), which may be needed to enter your building and is enables you access to the printer services.

## Car Parking Pass

If you have a car and wish to use it to commute to work, please [click here](#) to apply for a permit.

## Welcome Meeting

We would like to offer you the opportunity to meet with the International HR team following your arrival in Nottingham to talk through any particular questions or concerns you may have and so that we can let you know about relevant sources of support available to you. If you would like to arrange a meeting please contact the International Employment Services Team at [BR-International-HR@exmail.nottingham.ac.uk](mailto:BR-International-HR@exmail.nottingham.ac.uk)

## Cycle to work Scheme

The University offers two Cycle to Work Schemes which are operated on a salary sacrifice basis and could save you money. These schemes allow employees to hire a bike and equipment from the University for 12 months. After this period the University may, at its discretion, transfer ownership to the employee. For more information, please [click here](#).

## Staff Benefits

We recognise that all our staff are different, so provide a variety of benefits to cater for your individual needs. We pride ourselves in offering competitive rates of pay, alongside other benefits such as first-class fitness and health facilities, to childcare and generous annual leave entitlement.

We've introduced choice into the rewards on offer and work with a company who specialise in providing discounts on a wide range of goods and services - all available to you as a University employee. Please [click here](#) for further details.

## Travelling to work and around Nottingham

Nottingham is easily accessible by plane, car, [bus](#), or [train](#) and our 4 campuses are linked via a bus shuttle service. Please select the links below to access each campus and centre:

- [Jubilee Campus](#)
- [King's Meadow Campus](#)
- [Medical Schools and Nursing Centres](#)
- [Sutton Bonington Campus](#)
- [University Park Campus](#)

Please also visit [Nottingham City Transport](#) for easy travel around the city and a [city map](#) to guide you round.

# Useful Links and Contacts

## International Staff Website

The University has a [website](#) dedicated to international staff. This contains information, short videos and relevant links on a range of topics including immigration, finance, accommodation, culture, learning & teaching and research.

## Human Resources

The HR department will have sent you your offer of employment along with a welcome pack. HR can offer support and advice in relation to your terms and conditions of employment and your move to the University. You will find your contact within HR on their [staff pages](#).

## International Office

As well as offering a professional and confidential advisory service both pre and post arrival, the International Office also co-ordinates a range of events and activities to ensure that international staff and academic visitors and their families make the transition to living and working in the UK as quickly and easily as possible and get the most out of their time at the University – for more information please contact the [International Support and Engagement Team](#).

## Professional Development

The University is committed to supporting and promoting training and staff development, recognising that represents an investment in the University's most important asset, its staff. Planning and provision of University-wide training and staff development activities is co-ordinated through [Professional Development](#).

## Information Services

If you are a new academic member of staff the library staff would be pleased to hear from you so that they can help you to make the best use of library resources. Please contact the relevant [subject staff](#).

## Other Internal Support Services

- [University Counselling Service](#)
- [Faith Support and Advice](#)

## External Support Services

- [English Language Classes in Nottingham](#)
- [UK public Services](#)
- [Childcare and Schooling](#)
- [Schools, Learning and Development](#)
- [Citizens Advice](#) – a UK charity providing free and impartial help with debt, benefits, housing, legal, discrimination, employment, immigration, consumer and other problems.

## Other Useful Links

- [English Tourist Board](#)
- [The British Council](#)
- [Foreign & Commonwealth Office](#)
- [What's On in Nottingham](#)

If you have any questions about your move to Nottingham at any stage, please do not hesitate to get in contact with a member of the International HR Team and we will be happy to help you. Email: [BR-International-HR@exmail.nottingham.ac.uk](mailto:BR-International-HR@exmail.nottingham.ac.uk) or telephone 0115 951 5206.

## Moving to Nottingham – my checklist

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| <input type="checkbox"/>                | <b>Flights</b> – Page 6   |
| <input type="checkbox"/>                | <b>Airport collection</b> – Page 6<br>Please contact <a href="mailto:internationalhr@nottingham.ac.uk">internationalhr@nottingham.ac.uk</a>   |
| <input type="checkbox"/>                | <b>Applying for a School Place</b> – Page 8   |
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| <input type="checkbox"/>                | <b>Finding Accommodation</b> - Page 11  |
| <input type="checkbox"/>                | <b>Finances</b> – Page 14 <ul style="list-style-type: none"> <li>• Bank Account</li> <li>• National Insurance number (NI number)</li> </ul>   |
| <input type="checkbox"/>                | <b>International staff website</b> - Please see Section 10.<br>The website can be found at: <a href="http://www.nottingham.ac.uk/internationalstaff/">http://www.nottingham.ac.uk/internationalstaff/</a> . |
| <b>When you arrive in the UK</b>        |   |
| <input type="checkbox"/>                | <b>Airport collection</b> – Page 6<br>Please contact <a href="mailto:internationalhr@nottingham.ac.uk">internationalhr@nottingham.ac.uk</a>   |
| <input type="checkbox"/>                | <b>Welcome Meeting</b> - Page 18<br>If you would like to arrange a meeting please contact the team at <a href="mailto:internationalhr@nottingham.ac.uk">internationalhr@nottingham.ac.uk</a>                |
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