Preparing for Nottingham

New international and EU students in 2018

nottingham.ac.uk/international
Contents

Congratulations on your offer 3
Your offer of study 4
English language preparation 5
Accommodation 6
Fees, funding and healthcare 7
Visas and immigration 8
Arrival and registration 10
Get in touch 11

Explore our award-winning UK campuses in our 360-degree virtual tour
nottingham.ac.uk/virtualnottingham

Useful links

International students’ information
nottingham.ac.uk/international

Undergraduate applicants’ area
nottingham.ac.uk/ugapplicants

Postgraduate applicants’ area
nottingham.ac.uk/pgapplicants

Student visa guidance
nottingham.ac.uk/go/student-visa

New starters
nottingham.ac.uk/newstarters

Nottingham Students’ Union
su.nottingham.ac.uk

British Council Study UK
study-uk.britishcouncil.org

UK Council for International Student Affairs
ukcisa.org.uk

Nottingham is ranked in the world’s top 100 universities and the UK’s top 15
by the QS World University Rankings 2019
Congratulations on your offer

We are delighted that you have an offer to study with us at the University of Nottingham in 2018.

We look forward to welcoming you to our award-winning campuses and our diverse community of over 46,000 students from around the world.

Student life at Nottingham

Here are some of the things you can look forward to as a Nottingham student:

- Outstanding teaching, rated as ‘gold’ for undergraduate teaching and learning in the UK’s Teaching Excellence Framework (TEF), 2017
- Award-winning campuses with excellent facilities for study, leisure, sport and faith
- Guaranteed accommodation for at least the first year of your studies (find out more on page 6)
- An excellent range of careers support during your studies and beyond, including internships and placement opportunities
- Links with over 300 partner universities worldwide, providing opportunities to study abroad during your Nottingham degree
- Over 300 student-run clubs and societies, including many national and cultural societies
- A great range of sports facilities, including a £40 million sports complex, and over 70 student sports clubs
- A range of support services, including visa guidance, disability support and English language support
- Faith support and facilities for students of all beliefs, and links with local faith communities
- Student life in an exciting and affordable city with plenty to explore

Find out more about what Nottingham has to offer at nottingham.ac.uk/go/whystudywithus

Your next steps

Here are some of the preparations you may need to make. You can use this as a checklist to help you plan your preparations, but not all students will need to complete all of these.

- Accept your offer
  See page 4
- Pay a tuition fee deposit if this is required
  See page 8
- Plan your funding arrangements
  See page 7
- Apply for your visa
  See pages 8-9
- Apply for accommodation
  See page 6
- Make your travel arrangements
  See page 10
- Provide English language test results
  See page 5
- Complete online registration
  See page 10
- Provide evidence of your academic results
  See page 4
- Share photos from your #journeytoUoN
  See page 11
- Apply for our International Welcome Programme
  See page 10
- Apply for ATAS approval if this is required for your course
  See page 8

Term dates in 2018/19

Autumn: 24 September 2018 – 14 December 2018
Spring: 14 January 2019 – 12 April 2019
Summer: 13 May 2019 – 21 June 2019
Your offer of study

Accepting your offer

Accepting your offer from Nottingham confirms that you want to study with us. This will allow you to make preparations such as applying for accommodation and a student visa.

You don’t need to wait for your results – you can accept a conditional or unconditional offer and we recommend responding as early as possible.

Foundation courses

If you have applied through the University of Nottingham International College, please refer to the College for guidance.
If you have applied through UCAS for our Science Foundation Certificate (UCAS code CFGZ), see the undergraduate instructions below.

Undergraduate

Respond to your offer(s) through UCAS before the deadline they have provided. You can select one university as your firm choice and one as an insurance choice. Make sure you don’t miss the deadline or all your offers will automatically be declined.

Postgraduate

Respond to your offer through our the MyNottingham portal (mynottingham.nottingham.ac.uk).

If you have an MSc or MBA offer from our Business School, you must pay a reservation fee when accepting your offer. Please refer to the payment instructions and deadline provided with your offer from the Business School.

Your academic results

If you have academic conditions on your offer, you must provide us with evidence of your academic results as soon as they are available. We will receive A level results and some International Baccalaureate results directly through UCAS.

We can accept original or certified copies of your academic certificates and transcripts, but you must submit the original copies when applying for a Tier 4 student visa, so we recommend you provide us with certified copies instead. These can be certified by the institution issuing the qualification, a public notary, members of our staff, and some of our overseas representatives.

Find out more on our website:
Undergraduate applicants
nottingham.ac.uk/ugapplicants

Postgraduate applicants
nottingham.ac.uk/pgapplicants

If you have an offer for an undergraduate course and your exam results are lower or higher than you expected, you may be able to receive a different offer through Clearing or Adjustment during July and August. Our Clearing and Adjustment places will fill up quickly so you should contact us as soon as possible after receiving your results.

Find out more about Clearing and Adjustment at nottingham.ac.uk/clearing
English language preparation

Meeting your English conditions

For entry to our degree level programmes, we accept a range of English language tests and qualifications including IELTS, TOEFL iBT, Pearson Test of English (PTE), GCSE or A Level English, and school or university qualifications from selected English-speaking countries or institutions. You can also take a presessional English course at Nottingham.

For students who require a Tier 4 visa and are seeking entry to courses below degree level (such as foundation courses and presessional English courses), there are additional requirements. Students in this situation must provide a secure English language test (SELT) certificate recognised by the UK’s Home Office.

For full details of our English requirements policy, qualifications we accept and additional requirements, see nottingham.ac.uk/go/englishlanguagerequirements

Develop your English skills

Our Centre for English Language Education (CELE), based at Jubilee Campus, is accredited by the British Council for the teaching of English.

CELE offers presessional English courses and insessional English language support while you study your academic programme. nottingham.ac.uk/cele

Our libraries offer over 4,500 study spaces with access to around 43,000 journals, 500,000 e-books and 1.3 million printed books.

Find out more at nottingham.ac.uk/library
University accommodation

We can guarantee you a place in University accommodation for the first year of your course – or for up to the full duration of your course for international students from outside the EU entering undergraduate programmes.

To be eligible for this guarantee you must:

■ firmly accept your course offer from the University of Nottingham
■ apply for accommodation before midnight (UK time) on 31 July 2018
■ accept your accommodation licence/tenancy agreement and the terms and conditions by the deadline given in your residential offer letter

All our accommodation options include a private furnished bedroom, a bathroom (individual or shared) and a shared kitchen or pantry, with internet access and WiFi.

A range of University accommodation (managed by the University or by approved external providers) is available at or close to all our campus locations. We recommend that you apply for accommodation as early as possible for the best chance of being allocated your preferred options.

University accommodation contracts are usually for 31 or 44 weeks for undergraduates and 51 weeks for postgraduates. Fees will vary depending on your contract length and the type of accommodation, typically ranging from approximately £100 to £200 per week.

We advise that you do not pay accommodation fees – other than any security deposit which may be required – before you obtain your student visa as these payments cannot be reflected in the CAS document we issue for your visa application.

For full details, including our accommodation video, accommodation map, guarantee details, fees, deadlines, and how to apply, see
nottingham.ac.uk/accommodation

Private sector accommodation

Accommodation from private providers and landlords is available close to all campus locations. Under the UK’s tenancy regulations, landlords may require copies of your course offer and your immigration documents as evidence of your right to rent a property in the UK.
nottingham.ac.uk/accommodation/privesector

We advise that, wherever possible, you view any accommodation before signing a contract. You should also make sure you understand the terms of your tenancy agreement. If you are unable to attend university this year, you must inform your landlord or accommodation provider, or you may still be charged for the tenancy.

Private accommodation often does not include insurance for your personal belongings, so you may wish to consider insuring your possessions.

The Students’ Union provides guidance on house-hunting and renting.
su.nottingham.ac.uk/advice/housing-advice

Nottingham is consistently ranked in the world’s top two universities for environmental sustainability in the UI GreenMetric World University Rankings (2010–2017). nottingham.ac.uk/sustainability
Funding your studies
We offer a range of scholarships for international students. For scholarship details and application deadlines see nottingham.ac.uk/go/international-scholarships

If you are awarded one of our scholarships, this will be included in the CAS document we provide for your Tier 4 student visa application.

If your studies will be funded by a sponsor, please provide a copy of your official sponsorship letter to us on sponsorship-assistant@nottingham.ac.uk

We will invoice your sponsor for tuition fees after you have completed registration. Please note that we can only accept sponsorship letters from recognised sponsors (such as a government, international business, charity or trust) and not from friends or family members.

You must also include your sponsor letter when applying for your Tier 4 student visa.

We can certify Federal Student Aid applications for students from the USA. Our School Code is G08920.

Find out more at nottingham.ac.uk/go/federal-aid

We also welcome students funded by Canada Student Loans. nottingham.ac.uk/go/canada-loans

Working in the UK
Under UK immigration regulations, full-time international students on Tier 4 student visas studying a course at degree level are allowed to work up to 20 hours per week during term-time and full-time during their vacation periods.

If you are studying a course below UK degree level, such as a foundation course or Preessional English, you are only allowed to work 10 hours per week.

There are several visa options for students wishing to pursue a career or start a business in the UK after graduating from a degree course.

Find out more about working in the UK during or after your studies at nottingham.ac.uk/go/workingintheuk

Paying deposits and fees
Tuition fees and deposits can be paid by credit or debit card, cheque or bank transfer. Please check the instructions on our website before making a payment. nottingham.ac.uk/paying

See page 8 for information about tuition fee deposits required for some courses.

Self-funding students may pay their fees in instalments during their course, with each year’s fees split into three instalments. Receipts are not produced automatically but if you require a receipt for a tuition fee payment you can request one using the online form at nottingham.ac.uk/studentservices/officialdocuments

The CAS document we issue for your visa application should include any deposit or tuition fee payments received so you will not need to request receipts for these.

Healthcare
International students attending courses of six months or more can receive healthcare under the UK’s National Health Service (NHS). Students with an EU or EEA nationality can register for the NHS with no charge. For international students (and their dependants) who require a Tier 4 student visa, there is an immigration health surcharge of £150 per person per year, which is paid when making your visa application.

This charge is mandatory but there is no charge for most forms of NHS treatment. Small NHS charges apply for drug prescriptions and dental treatment. Eye care – such as sight tests and spectacles – is usually not covered on the NHS. Find out more at nottingham.ac.uk/go/international-health

The University of Nottingham Health Service (UNHS) provides NHS services at the Cripps Health Centre on University Park Campus. unhs.co.uk

Nottingham is a very affordable city for students. Find out more about living costs and finance at nottingham.ac.uk/go/international-finance
Visas and immigration

You can apply for a Tier 4 student visa a maximum of three months before the start date of your course. You should allow plenty of time for preparing the necessary documents and evidence before submitting your visa application.

Obtaining a CAS

To apply for a Tier 4 visa you will need a Confirmation of Acceptance for Studies (CAS) which is a digital document issued by the institution where you will study.

We will prepare a CAS for you (a maximum of four months before your course start date) once you have:

■ received an unconditional offer which you have firmly accepted
■ paid any necessary deposit for your course (see below – this only applies to postgraduate taught masters courses and some foundation courses)

We will provide CAS details to you by email. You must read this email carefully to verify that the information is correct and notify us of any errors. If we do not hear from you regarding any errors, then we will assign your CAS number automatically within five working days of sending you the email. You must include this CAS number in your visa application.

Students taking a presessional English course before a postgraduate taught masters course may be eligible for a joint CAS covering both courses. nottingham.ac.uk/cele/joint-cas

Tuition fee deposits

All international (non-EU) students entering a one-year postgraduate taught masters degree course who require a Tier 4 visa must pay a tuition fee deposit of £2,000 before a CAS can be issued.

Students entering some foundation courses may also be required to pay a deposit. Please refer to the information provided with your offer.

We do not require a deposit for undergraduate courses or research-based postgraduate courses.

In most cases you must pay your deposit when you have firmly accepted an unconditional offer. If your offer is conditional you must meet all offer conditions and receive an unconditional offer before paying the deposit.

The tuition fee deposit is an advance payment of tuition fees and will be deducted from the fees charged to you after you register.

The tuition fee deposit will be waived for students receiving a full tuition fee scholarship from the University of Nottingham, and for students whose tuition fees are funded by a recognised sponsor.

Before you pay the deposit please read our frequently asked questions which include details of our deposit waiver policy, refund policy, and when to pay your deposit: nottingham.ac.uk/finance/depositsfaq

Business School MSc and MBA courses

Different deposit processes and policies apply for our Business School’s MSc and MBA programmes, and you must pay a reservation fee when accepting your offer for these courses.

Please refer to the payment instructions provided with your offer from the Business School and pay your reservation fee within the specified deadline to accept your offer and reserve your place on the course.

ATAS clearance

Some applicants who will study engineering, mathematics or science based subjects may need to apply for Academic Technology Approval Scheme (ATAS) clearance as part of their preparations for a Tier 4 visa application. If this applies to you, this will be confirmed directly to you by our Admissions Office and will be stated in your CAS.

Financial evidence

All students must provide valid financial evidence meeting the Tier 4 visa requirements. Incorrect or inadequate financial evidence is the most common reason for a visa refusal so please make sure you understand what is required.

Your financial evidence must show that you have:

■ funding to cover the tuition fees for the first year of your course (unless you have already paid these and the payment is shown in your CAS)
■ funding for living expenses for at least the first nine months of your course

The required funding for living expenses for a single student is £1,015 per month, so the minimum funding required for a
course of nine months or longer is £9,135 in addition to tuition fees. If your spouse, partner or family will accompany you as dependants, you must have additional funding of £680 per dependant per month.

There are several ways of showing the financial evidence, including bank statements and official sponsorship letters. It is extremely important that you check that your financial evidence meets the requirements or your visa may not be granted.

**Bank statements**

If you will use bank statements or bank letters as your financial evidence, the funds must be in an acceptable bank account for at least 28 consecutive days prior to your application.

The account cannot dip below the required amount during this period, even for one day. We recommend that you keep this amount in your account until you have received your visa in case you need to resubmit your visa application.

When applying for your visa, you must also pay an immigration health surcharge to access the UK’s National Health Service. See page 7 for further information.

The University of Nottingham has been selected to participate in a Tier 4 visa pilot scheme for the 2018-19 academic year. The scheme offers advantages for students entering one-year masters courses, such as a streamlined application process and six months of leave to remain within the UK at the end of your course. Find out more at nottingham.ac.uk/go/tier4pilot

You will submit your visa application online and book an appointment to submit the required documents (including biometric information such as fingerprints) in person at a visa application centre. You may also be required to take a short interview as part of the visa application process.

Applicants in some countries may also need to take a tuberculosis test. For information see gov.uk/tb-test-visa

Your visa will be issued as a vignette (sticker) in your passport. If your visa in the UK is longer than six months, the vignette in your passport should be valid for 30 days.

You must collect your full visa, known as a biometric residence permit (BRP), within ten days of arriving in the UK. When you complete your visa application you will have a choice of collection points for picking up your BRP card. Enter our Alternative Collection Location (ACL) code which is 2HE427 so that your BRP is delivered to the University. If you don’t provide this ACL code, you will need to collect the BRP from a Post Office instead.

**Visa refusals**

If your visa is refused please contact our Visa and Immigration team on immigration-support@nottingham.ac.uk as soon as possible with a copy of your visa decision letter.

For tips on making a successful application and avoiding a refusal see nottingham.ac.uk/go/visa-refusals

---

**Submitting your visa application**

The fee for an overseas visa application costs the equivalent of £348. If you are also applying for dependants’ visa, you must pay an extra £348 for each dependant.

To check how much the visa application fee will be in your local currency see gov.uk/visa-fees

Before making your visa application please check the full visa guidance on our website and the UK government’s website.

- nottingham.ac.uk/go/student-visa
- gov.uk/tier-4-general-visa

If you have any further questions after referring to this information please contact our Visa and Immigration team on

- immigration-support@nottingham.ac.uk
- +44 (0)115 846 6125
Welcome activities
We will host a free International Welcome Programme for new international (non-EU) students beginning on Thursday 20 September, before the start of the academic term on 24 September.

The International Welcome Programme includes free on-campus accommodation and opportunities to meet other students, explore the University and complete some essential processes such as University registration, opening a bank account and registering with the National Health Service.

Registration for the International Welcome Programme will open in July. nottingham.ac.uk/go/welcome-programme

There will be a wide variety of academic and social induction activities for all new students hosted by the University and the Students’ Union at the start of the academic year (beginning on 24 September 2018). We will contact you with more information about this before your course begins.

su.nottingham.ac.uk/welcome

Registration
To register as a student you must complete online registration (which you can do from three weeks before your course start date) and complete your registration in person when you arrive at the University.

Registration events will take place in September during the International Welcome Programme and Induction Week.

You will receive registration instructions by email in September. Find out more: nottingham.ac.uk/registration

Late arrival
You should meet all of your offer conditions and make your visa application as early as you can, to ensure that you arrive in time for your course start date. But we understand that delays in the visa application process can sometimes cause international students to arrive late.

If you miss our registration events you can complete registration in one of our Student Services Centres.

The final deadline for late arrival and registration will be three weeks after the start date of your degree course. For courses commencing on Monday 24 September, this will be at 5pm on Monday 15 October 2018.

This deadline will be noted in your CAS and it cannot be extended so you must not travel to the UK if you will be unable to arrive and register before this deadline. You may be refused entry at UK border controls if you travel after the deadline.

Find out more about late arrival at nottingham.ac.uk/go/late-arrival

Important deadlines
These are the deadlines for courses commencing on Monday 24 September 2018.

If you will apply for your visa overseas, you must meet all conditions and CAS requirements (including payment of the deposit if required) by Friday 7 September 2018.

The latest date we can issue a CAS for students who will apply for their visa overseas is on Wednesday 19 September 2018.

The final registration deadline is at 5pm on Monday 15 October 2018.

For further information about late arrival and registration, see page 10.
Get in touch

Contact us
For further guidance on preparing for Nottingham after reading this guide you can contact our International Student Recruitment team. Check our website to find contact details for your country

- nottingham.ac.uk/go/international-contacts
- +44 (0)115 951 5247

For visa related queries please contact our Visa and Immigration team

- immigration-support@nottingham.ac.uk
- +44 (0)115 846 6125

Overseas representatives
Our overseas representatives in many countries can assist you with study preparations and visa applications.

For representative details see nottingham.ac.uk/go/overseas-representatives

International Student Ambassadors
Our International Student Ambassadors can provide you with an insight into student life at Nottingham.

Contact us on: international-ambassadors@nottingham.ac.uk if you would like an informal phone call.

Social media
Connect with our social media channels for international students.

- UoNInternationalOffice
- @UoNIntOffice
- @UoNinternational
- UniofNottingham
- UoNEAO

For all of the University’s social media channels see
nottingham.ac.uk/connect

International students share their stories and advice on our International Student Life blog.

blogs.nottingham.ac.uk/internationalstudentlife

International 2018 Facebook group
We have a dedicated Facebook group for international and EU students preparing to study with us in 2018, where you can connect with new students around the world.

facebook.com/groups/UoNInternational2018

Your #journeytoUoN
We’d love to see photos of your preparations for study, your travel and arrival at our campuses. Share your photos on Instagram, Twitter or in our Facebook group with the hashtag #journeytoUoN
nottingham.ac.uk/go/journeytouon

Global Buddies
Global Buddies is our Students’ Union’s informal support scheme for new international and EU students, which can put you in touch with a current Nottingham student. Your Global Buddies mentor will be in touch with you before and after your arrival to help you settle into student life at Nottingham.

International Family Link
Our International Family Link scheme connects international students with local families, couples and individuals in the Nottingham area for home visits, days out and social activities. It’s a great way to make friends outside the University and experience British culture.
nottingham.ac.uk/go/familylink
The University of Nottingham has made every effort to ensure that the information in this brochure was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive. You should check the University’s website for any updates before you decide to accept a place on a course.

nottingham.ac.uk