WELCOME TO UCL

You’ve arrived, ready to study at one of the world’s best universities. As you discover this exciting global city, you’ll soon feel ‘at home’. At first, even simple stuff can seem stressful. Where to shop? How to get a bank account or see a doctor? How to use the Underground?

This quick guide aims to help get your university career off to a stress-free start. Based on advice from UCL students, we hope you’ll find all the hints and tips you need to live happily in halls. If there’s anything you want to know, and the answer isn’t in here, just ask.
Hall team
You’ll find your hall team at reception, 08.30 to 17.30, Monday to Friday (excluding bank/university holidays). They take care of day-to-day management of our halls and you can call them on +44 (0)20 7387 1286 or email schafer.house@ucl.ac.uk

SRA team
The Student Residence Advisers (SRAs) are postgraduate students who live with you in your hall and here for your well-being and welfare. They’ll be based at reception for an hour every day if you’ve got any questions or want to talk about a specific issue. Out of hours (5.30pm – 8.30am on weekdays and all day at weekends), a member of the SRA team is ‘on-call’. You can call your SRA team on the out of hours duty mobile number +44 (0)79 4167 2163

Wi-Fi
Log on to Wi-Fi (Eduroam) using your UCL ID (ucluserid@ucl.ac.uk) and password. Prior to enrolment, students can use The Cloud network to access the internet in halls until 29th September. If you have any problems with Eduroam, call the Information Services Department (ISD) on +44 (0)20 7679 5000 or email servicedesk@ucl.ac.uk

Email (UCL account)
You’ll need your UCL user ID and password that was set up as part of pre-enrolment. If you have any access issues, contact the ISD. All information from your department and central UCL teams will be sent to your UCL email account, so it’s important to check it often.

Follow UCL Accommodation
Keep up to date with accommodation announcements by following UCL Accommodation on social media. If you have a question about halls, just ask us.
Student bank account
If you don’t have a UK bank account, opening one is a good idea to manage your money more easily and safely. We strongly advise against carrying large amounts of cash or keeping money in your room.

When opening an account, you’ll need a letter from UCL confirming your student status. This may be collected from the Student Centre. You will also need a letter confirming your current hall’s address from the Student Centre or hall reception, as well as your ID.

For more information on how to open a UK bank account, including the documentation required and the different banking services available to you locally and digitally, visit bit.ly/UCLbanksUK

Online portals
Portico is an online student information portal which hosts key services such as paying your rent, choosing modules, checking grades and re-enrolment. You’ll need your UCL user ID and password to log on. If you are having trouble joining Portico, call the Information Services Department (ISD) on +44 (0)20 7679 5000

Log on at evision.ucl.ac.uk

Moodle is UCL’s virtual learning environment which hosts all your subject module information such as lecture notes. Log on with your UCL user ID and password.

Log on at moodle.ucl.ac.uk
Register with a doctor
Registering for local health services is one of the first things you should do. As a UCL student, you’re advised to register with UCL’s partner health clinic, Ridgmount Practice [ridgmountpractice.nhs.uk](http://ridgmountpractice.nhs.uk).

Get to know your hall
You’ll find the common room on the ground floor, next to the office. It’s the perfect place to meet new friends.

Welcome Fair
Students’ Union UCL organises the Welcome Fair – 28th / 29th September. It brings together more than 250 clubs and societies, commercial stalls, music and entertainment. It’s a great opportunity to sign up to a club or society.


Explore UCL
UCL’s main campus covers a large area of Bloomsbury, with additional sites around London and beyond. All central facilities are open to all students, no matter where you’re based. The UCL Maps website ([ucl.ac.uk/maps](http://ucl.ac.uk/maps)) and the student app UCL Go! (available for Android and iOS) can help you find your way around.

Note the address of your hall
(Your name)
(Room number)
Schafer House
University College London
168-182 Drummond Street
London
NW1 3HZ

Fire alarms
Our fire alarms are tested once a week. If the alarm lasts more than a minute, or occurs outside of the weekly test time, you’ll need to evacuate the building quickly.

General Regulations
UCL publishes a General Regulations & Guidance Handbook on our website. This document has information for students living in UCL accommodation and we recommend you read it. [bit.ly/UCLregulations19](http://bit.ly/UCLregulations19)

Be wary of strangers
London is a big city and is generally safe. However, you do need to stay aware. Be cautious with who you let into your home and it’s never a good idea to let strangers follow you in the front door.

If you do find strangers on the property, call a member of your hall team, SRAs or the Police. Trying to confront intruders is definitely not recommended. But do report the matter to the hall team or SRA team as soon as you can.
Got a bedding pack?
If you haven’t already purchased a bedding pack from UniKitOut, prices start from £24 and packs include a duvet, pillow, duvet cover, pillowcase and sheet. Visit unikitout.com/pages/ucl-student-packs

Got an inventory?
You’ll find an inventory form in your room. Please complete this within your first 48 hours of arrival in your hall and return it to reception.

It’s important to check your inventory. Note anything which seems missing or damaged, otherwise you may be charged at the end of the year. If you don’t have a form, just ask your hall team.

Inviting friends
You’re welcome to have friends and family stay over. Visits are limited to three nights in a month-long period, and you must sign your guests in and out. For everyone’s security, please email your hall team in advance with names and dates of any visitors.
Decorating your room
There are lots of ways to personalise your room. You can put posters on non-painted surfaces such as pinboards, wardrobe and shelves.

Sorry, but fire hazards like candles, fan heaters and mains-powered fairy lights are not permitted. A full list can be found in UCL Accommodation General Regulations.

To make the room your own, UniKitOut is a great place to pick up room decorations such as battery-powered fairy lights, as well as useful things like adaptors and laundry baskets. unikitout.com/pages/ucl-student-packs

Drinking water
It is safe to drink water from any tap in your hall, unless labelled otherwise. Tap water in the UK is of high quality and purity, and there are plenty of drinking water fountains throughout the UCL campus.

Room inspections
The inspection is a simple check to make sure everything is working properly in your room, and takes about five minutes. Once a term, you’ll get an email to let you know when your room inspection will take place.

Room swap
If you would like to move rooms within your hall, you need to contact your hall reception and fill in a room swap form. If you would like to move halls, you can pick up a room swap form from the Accommodation Office at 117 Gower Street from 7th October onwards. If you already know another student you wish to swap with, the Accommodation Office can action a direct swap. If not, you can still complete a form and the Accommodation Office will let you know if they can meet your request.
YOUR COMMUNITY

Kitchen
Every shared kitchen has at least one oven, hob, fridge, freezer, microwave, kettle, toaster and sink, as well as food preparation areas and storage space. Due to fire risk, you must only cook in the kitchen.

Noise levels
Please be respectful of your neighbours. You will need peace and quiet to study, and so will they. You may not think you’re making much noise – but if someone is really trying to concentrate, noise can be distracting. We ask you to keep noise levels low between 23:00 and 08:00 on weekdays and between midnight and 08:00 on weekends – especially during exam time, when we don’t allow parties in halls.

Become a Hall Rep
At the start of every academic year, residents vote for their Hall Representatives. Each Hall Committee has a fund to help run social events for residents. As a Hall Rep, you can also get a discount on your rent. If you like the sound of becoming a Hall Rep, you can find out more at studentsunionucl.org/hall-reps
Tidying and cleaning
Communal kitchen areas are cleaned once a week, and showers and WCs are cleaned three times a week. You need to keep your own room tidy. Remember to empty the wastepaper bin and keep on top of your washing up.

Vacuum Cleaners
A vacuum cleaner is provided in each shared kitchen. It is your responsibility to ensure this is cleaned and that you put this back in the kitchen after this has been used. If you are in a studio, there will be a small number of vacuums that are stored at reception and will be available to sign out.

Rubbish and recycling
Schafer House provides refuse and recycling containers in every kitchen. You’ll find recycling facilities outside block E in the car park.

Smoking
For the most part, UCL is a no smoking zone. You are not allowed to smoke or vape in your room or anywhere in the building. Some halls have designated outdoor areas where smoking is permitted.

If you need help
Being a student can be difficult and stressful. If you find yourself in need of help or guidance, you’re not alone. Whatever your reason, we’re always here to help. We have many people you can turn to for support: Student Residence Advisers; your tutors; and the UCL Student Support and Wellbeing Services.

You can call in confidence on +44 (0)20 7679 0100 or contact us through our student enquiries system askUCL at bit.ly/StudentSupportAskUCL once you have your UCL username and password set up.

UCL’s Student Support and Wellbeing resources can be found online at bit.ly/UCLWellbeingSupport
Paying your rent
Your rent is paid via Portico, once a term. You’ll get an invoice via email with details on how to pay. If you are facing serious financial hardship and are unable to pay the full amount of a term’s rent in advance, you may be able to pay in up to four instalments. Ask at the reception about rent instalment forms.

Computer room
You’ll find the computer cluster room on the ground floor of Schafer House. Log on using your UCL user ID and password. If you have any issues, you can call the Information Services Department (ISD) on +44 (0)20 7679 5000 or email servicedesk@ucl.ac.uk

Cluster rooms have printing and scanning services. Charges apply and you can top up the credit on your UCL ID card online or in UCL libraries. To find out more, visit bit.ly/UCLPrint

Keeping your bicycle safe
You can store your bicycle on the racks in the car park and the courtyard. Always keep your bike safe and secure – with a good D-lock to deter theft.

Parking
We recommend that you don’t bring a car to UCL. London has excellent transport networks, and it's much easier and faster than trying to get around by car. Parking is limited to Blue Badge holders at Schafer House.
Receiving mail

Normal letters are delivered to your post box in the computer cluster room. Registered post or large parcels are kept in reception. You will be notified by a card in your post box and a postlist in reception. You’ll need your UCL ID to collect any post.

Washing your clothes

Laundry facilities are on the ground floor, open 24 hours. With a smartphone, you can pay via the Circuit Laundry app circuit.co.uk/mobile-app

Currently the cost of a wash is £2.60, and a drying cycle is £1.60. You can use powder or tablets in washing machines – just put the detergent in the bottom of the drum.

Reporting a fault

We look into all emergency faults right away.

Non-emergency maintenance is handled on a scheduled basis and you should let us know of any faults at the earliest opportunity. Your hall team log all maintenance issues and will inform you of planned works. If you find a fault, email the team at schafer.house@ucl.ac.uk
Enjoy yourself and stay safe

London is a big city. But, despite its history and famous architecture, it’s maybe more like a collection of villages. Different areas have distinctive characters. It’s a young city too – with lots to see and do for students. Social life can be a key part of student life. So, it’s vital to stay aware of what’s going on around you, especially at night or if you find yourself on your own. Be careful what you drink, and always know how you’re getting home.

*For advice on alcohol, see drinkaware.co.uk
### Local banks
- **NatWest**
  45 Tottenham Court Rd
- **Barclays**
  190 Tottenham Court Rd
- **HSBC**
  156/157 Tottenham Court Rd
- **Santander**
  164-167 Tottenham Court Rd
  Bloomsbury W1T 7JE

### ATM/Cash machines
- **Sainsbury’s**
  21 Hampstead Rd
  NW1 3JA
- **NatWest**
  Euston Station
  NW1 2DU
- **HSBC**
  156-157 Tottenham Court Rd
  Kings Cross W1T 7AY
- **Santander**
  169 Tottenham Court Rd
  Bloomsbury W1T 7NP

### Nearest supermarkets
- **Sainsbury’s**
  21 Hampstead Rd
  NW1 3JA
  Euston Station
  NW1 2DU
- **Tesco**
  145 Tottenham Court Rd
  Bloomsbury W1T 7NE
  10-16 Goodge St
  Bloomsbury W1T 2QB

### Local shops
- **Argos**
  216-217 Tottenham Court Rd
  Bloomsbury W1T 7PT
- **Tiger**
  241-242 Tottenham Court Rd
  Fitzrovia W1T 7QR
- **Primark Oxford St**
  14-28 Oxford St
  Fitzrovia W1D 1AU

### Nearest IKEA
- **IKEA**
  2 Drury Way
  N Circular Rd NW10 0TH

### Student bars*
- **Phineas Bar**
  25 Gordon St
  Bloomsbury WC1H 0AY
- **Mully’s**
  Lewis’ Building Basement
  136 Gower St WC1E 6BP

### Gyms, parks etc.
- **Bloomsbury Fitness**
  3rd floor
  15 Gordon St Bloomsbury
  WC1H 0AY
- **PureGym**
  Cavendish Mews N
  Marylebone W1W 6LA
- **Ringtone Boxing Gym**
  141-153 Drummond St
  NW1 2PB
- **Regent’s Park**
  Chester Rd NW1 4NR

### Nearest IKEA
- **IKEA**
  2 Drury Way
  N Circular Rd NW10 0TH

### Police station and hospital
- **Police station**
  10 Lambs Conduit Street
  WC1N 3NR
  A&E
  University College Hospital
  on Euston Road
  NW1 2BU
YOUR TRANSPORT

Railcard
If you’re aged 16-25 (or if you’re over 25 on a full-time education programme lasting at least 20 weeks), you’re eligible for a 16-25 Railcard. This gives you 1/3 discount on rail travel across the UK. You can even link this card to your Oyster for further discounts. Visit 16-25railcard.co.uk

Oyster (18+ Student Photocard)
Many students are eligible for the 18+ Student Oyster photocard. This replaces the standard Oyster card and gives you a 30% discount off the price of adult-rate Travelcards and Bus & Tram Pass season tickets. If you use public transport regularly, an 18+ Student Oyster photocard is highly recommended. A Student Oyster card costs £20, so may not be worth it if you rarely use public transport. Find out more at the TfL website, visit bit.ly/UCLOysterCard

Public transport cost
You can pay as you go on all London buses displaying the TfL logo. Current fares start at £1.50 with a contactless bank card or Oyster card. Costs for all Tube, DLR, London Overground and TfL Rail services and National Rail services in London can be found at bit.ly/UCLPublicTransport
London Underground links
(Schafer House)
Warren Street
(Northern and Victoria lines)
Bloomsbury NW1 3AA
Great Portland Street
(Circle line, Hammersmith & City and Metropolitan lines)
Fitzrovia W1W 5DD
Euston Square
(Circle, Hammersmith & City and Metropolitan lines)
Fitzrovia NW1 2LU
Euston
(Northern, Victoria lines and mainline services)
NW1 2DS

UCL by foot
UCL's Central Campus
is a 10 minute walk from Schafer House.
Plan your route at citymapper.com/london

UCL by bus
Catch the number 24, 29 or 134 from outside Schafer House and they will take you directly outside the gates of UCL's Central Campus.
You can take two buses within an hour for the cost of one fare.
Find more information on fares at bit.ly/UCLbyBus

Parking information
Your nearest National Car Park (NCP) is Regents Park, Holiday Inn, Carburton Street, London, W1W 5EE.
Call +44 (0)84 5050 7080 or visit ncp.co.uk

Congestion Charge
The Congestion Charge is a toll on vehicles within Central London. It operates Monday to Friday, between 07:00 and 18:00. Schafer House is not within the Congestion Charging zone.
An Ultra Low Emission Zone (ULEZ) also operates 24 hours a day, 7 days a week, every day of the year in this same area. Most vehicles need to meet the ULEZ emissions standards or drivers must pay a daily charge to drive within the zone. Find out more at bit.ly/UCLulez
WORKING

National Insurance number
If you are a non-UK student eligible to work in the UK, then you’ll need a National Insurance (NI) number. The NI number allows the government to record your National Insurance contributions and the taxes that you should pay. You can start work without an NI number. (UK nationals should have received their NI number at age 16.) Find out more at bit.ly/UCLApplyNIN

Part-time job
If you’re looking for work experience or just some extra money, you can get help finding a part-time job through the myUCLCareers listings and the Students’ Union JobShop bit.ly/UCLJobShop

If you’re an international student on a Tier 4 Student visa, there are restrictions on the number of hours you can work. Make sure you adhere to the terms of your visa. For more information on student visas, visit bit.ly/UCLTier4VisaJobHelp

Find out more at bit.ly/UCLcareers
SAVING
MONEY

TOTUM card
All students on a programme lasting longer than 12 weeks are eligible to get a TOTUM card from the National Union of Students. As the most widely recognised student discount card, this gives you access to a wide range of discounts and services. You can choose from a one-year card for £12, a two-year card for £22 or a three-year card for £32. Find out more at bit.ly/UCLNUSCard

SIM card
If you’re an international student, it’s worth considering a UK SIM card for your mobile phone. This may make local, as well as international, calls more affordable. You’ll find a free SIM card in your Welcome Box.
Make your own lunch
Try to eat healthily. Shop wisely and plan your meals in advance.
Eating ‘on-the-go’ can be costly. Making your own healthy lunch can be good for your finances and your wellbeing.
There’s also a range of good foods at student prices from UCL and Students’ Union UCL bars and cafés on campus.
Local markets can be good value too.

Reusable water bottle
Water is free from drinking water fountains all over campus, so carry a refillable water bottle with you rather than paying for bottled water. You can also use the Refill app (available for Android and iOS) to find free places to refill across London.
Coffee cups
Got a reusable coffee cup?
You will receive a discount at all coffee shops on campus.
Reusable cups are available on a not-for-profit basis at UCL cafés and the Students’ Union UCL shops.
Find out more at bit.ly/UCLditchDisposable
Once you’ve settled in, and maybe explored a bit of your new home and neighbourhood, your thoughts may turn to day-to-day practicalities. How do I report a fault or maintenance issue? What do I do if I feel unwell? What’s a TV Licence?

Here are a few general pointers to help you enjoy a healthy, happy time as a student in UCL halls and get the most out of living in London.
Absence from halls
If you stay away overnight, let your hall team know by email. It’s important they know who is in the building in case of a fire.

Alcohol
The UK has a fairly open attitude to alcohol. However, it is against the law to buy or drink alcohol if you’re under the age of 18. Some bars will not serve you if you’re under 21, and you will need ID to get served. Buying or giving alcohol to someone under 18, or encouraging anyone under age to drink alcohol, is illegal. drinkaware.co.uk

Anti-social behaviour
Anti-social behaviour is any action or speech that affects the wellbeing of our residents or which compromises the health and safety of others or UCL property. Disciplinary action may be taken against anyone engaging in anti-social behaviour. To find out more, see UCL Accommodation General Regulations at bit.ly/UCLregulations19

Bed linen
UCL does not provide bed linen or towels. If you wish, you can buy a bedding pack from UniKitOut. Prices start from £24 and packs consist of a duvet, pillow, duvet cover, pillowcase and sheet. unikitout.com/pages/ucl-student-packs

Bicycles
When cycling, stay safe on the streets. Use lights, wear bright or reflective clothes and a helmet. Remember to keep your bike safe and secure. We suggest using a strong D-lock to deter theft.

You can store your bike in designated areas on campus and some halls have bike storage facilities. You mustn’t store your bike inside your room, hall, flat or attached to the building exterior. UCL cannot accept responsibility for your bicycle and, if your bike is valuable, insurance cover is advised.
Complaints
We welcome student feedback. The best way for us to make improvements is to hear what you have to say. Feedback forms are available from your reception.

There are more details in the UCL Accommodation General Regulations bit.ly/UCLregulations19

Computer room
There are computer cluster rooms in some of our accommodation at UCL. Log on using your UCL user ID and password. If you have any issues, you can call the Information Services Department (ISD) on +44 (0)20 7679 5000 or email servicedesk@ucl.ac.uk

Council Tax
Generally, as a student, you do not have to pay Council Tax. Your UCL student accommodation is exempt from Council Tax.

Contract
View your contract any time by logging on to UCL Accommodation Online Services.
residences.ucl.ac.uk

Damage
If you come across any damage, please report it to your hall team as soon as possible. Sometimes charges are made for any necessary repairs, lost UCL property or if we have to clean up.

You can find more details in the UCL Accommodation General Regulations bit.ly/UCLregulations19

Decorating
We’re sorry but candles, fan heaters and mains-powered fairy lights are not permitted as they’re serious fire hazards. There are lots of other ways to personalise your room. You can put posters on non-painted surfaces such as pinboards, wardrobe and shelves.

To make the room your own, UniKitOut is a great place to pick up room decorations such as battery-powered fairy lights, as well as useful things like fused adaptors and laundry baskets.
unikitout.com/pages/ucl-student-packs

Deposits
Your deposit will be offset against the final instalment of your rent unless there are outstanding charges.

For more information see the General Regulations bit.ly/UCLregulations19

Discrimination and personal harassment
Harassment is prohibited at UCL and any incidents should, in the first instance, be reported to your hall team or your SRA team.

Drinking water
All kitchen taps provide drinking water, unless labelled otherwise.

Drugs
We don’t allow illegal drug use or distribution at UCL. This includes legal highs or new psychoactive substances. UCL’s drug and alcohol policy can be viewed online at bit.ly/UCLdrugPolicy

For more information, see the UCL Accommodation General Regulations bit.ly/UCLregulations19
Disability
At UCL we have an inclusive learning and teaching environment, allowing all students to access the same opportunities. If you'd like to find out more visit: bit.ly/UCLdisabilitysupport
You can contact Student Support and Wellbeing on +44 (0)20 7679 0100 or through our student enquiries system askUCL at bit.ly/StudentSupportAskUCL once you have your UCL username and password set up.

Doctor
Registering for local health services is one of the first things you should do. As a UCL student, you're advised to register with UCL's partner health clinic, Ridgmount Practice: campusdoctor.org.uk/ucl/reg.html

Ridgmount Practice
8 Ridgmount St, Fitzrovia, WC1E 7AA
// Call the practice on +44 (0)20 7387 6306
// Email the practice at gpp@nhs.net
// Visit the Ridgmount Practice website at ridgmountpractice.nhs.uk
Financial aid
Looking after your own cash and living on a student budget isn’t always easy. If you ever find yourself under financial strain or need to find help, then there’s some sound advice on the Fees and Funding page of the UCL website. Visit bit.ly/UCLfeesandfunding
You can get in touch with a student funding adviser through our student enquiries system askUCL at bit.ly/StudentFundingAskUCL once you have your UCL username and password set up.
E

**Electrical appliances**
You’ll find an adaptor in your room, and there are two in twin rooms. We use appropriately fused, UK-bought adaptors (13 AMP). We don’t allow the use of cubed-style adaptors, so please use only trailing-style, fused, multi-socket adaptors.

Any personal equipment must be in a good state of repair, suitably fused, checked for safety (casing, wire and plug) and comply with the UK voltage supply (230v). The electrical equipment from some countries (especially those outside of the EU) may not be suitable for use in the UK. If you use lower-voltage equipment (110v) in the UK, it’s likely to cause damage to your equipment, even though it may connect to the electrical supply with an adaptor.

**Electricity and gas**
Your rent includes the cost of both electricity and gas. You can help reduce our carbon footprint in halls by turning off all appliances, lights and switches within your room.

**Emergency**
If you have an emergency, **call 999 for the Police, Ambulance Service or Fire Brigade**. This is a free service. You should also inform the hall team or SRA team about any emergency, as soon as you can.

**Electoral registration**
It’s up to you to register to vote at any time. You’re able to register online, but you should remember to include your room number if you do. All details can be found at [gov.uk/register-to-vote](https://www.gov.uk/register-to-vote)

F

**First aid**
If you need first aid, the hall team or SRA team can help you, 24-hours a day.

**Fire alarms**
Fire alarms are tested every week. You may find this irritating, but it’s definitely more fun than being rescued by the fire brigade. If the alarm lasts more than a minute, you’ll need to evacuate the building. If you’re slow to leave the building, or stay inside during an alarm, this creates unnecessary risk, stress and work for our staff.
**General Regulations**

They may be boring but the ‘UCL Accommodation General Regulations’ are important. These are the rules by which, as a student, you have to abide.

It’s well worth giving them a quick read at bit.ly/UCLregulations19

**Guests**

Visits from guests are limited to three nights in a month-long period. You will need to email the hall team in advance with names and dates of any visitors you may have.

In a twin room, your room-mate must agree to visitors in advance. You will need to email the hall team in advance with names and dates of any visitors and confirm your room-mate has given permission for you to have visitors.

**Hall Committee**

The Hall Committee for each hall is made up of the Hall Rep and SRAs. Each Hall Committee has a fund to help run events for residents.

**Hall Reps**

At the start of every academic year, residents vote for their Hall Representative. As a Hall Rep, you chair the Hall Committee and act as the voice of your fellow residents. Hall Reps also get a discount on rent. If you like the sound of becoming a Hall Rep, you can find out more at studentsunionucl.org/hall-reps

**Health and safety**

Our health and safety provisions at UCL ensure all the necessary precautions are taken to provide you with a safe and secure environment. If you have any concerns about health and safety, you should send an email to your hall team.

UCL’s Health and Safety Policy is available at bit.ly/UCLhealthAndSafety
Health and medical arrangements

If you feel unwell, you should make an appointment to see your doctor. If you need help, contact your hall team during the day or, out of hours, the SRA team. If you’re diagnosed with a serious infectious disease which may pose a risk to other students, for example, meningitis, mumps, pandemic flu etc., please notify your hall team right away or, out of hours, your SRA team.

If you have an emergency and need an ambulance call 999

For most halls, the nearest hospital with a 24-hour A&E department is University College Hospital (UCH), 235 Euston Road, NW1 2BU.

Call the hospital on +44 (0)20 3456 7890

You’ll find a reliable source of health and dental information available from NHS 111 Direct. You can call them on 111 from any landline or mobile phone free of charge or visit bit.ly/UCLNHSeemergency

If you have a non-emergency, but still require assistance, you can contact UCL’s Student Support and Wellbeing, details at bit.ly/UCLStudentSupport

You should report any accident, injury or emergency you have in halls to your hall team as soon as possible.
ID
You will be issued with a UCL ID smart card when you enrol. If you need a replacement ID, bring a form of personal ID (e.g. bank card, driving licence) to the Security Office in the Andrew Huxley Building in the South Quad of UCL’s Bloomsbury Campus – use the door closest to the Geology building.

Insurance
At UCL, we provide a block insurance policy. However, we encourage you to think about whether you might need further cover. UCL takes no responsibility for loss of personal property. Check what’s covered at bit.ly/cover4insurance

Internet access
Your internet connection cost is included in your rent. Log on to Wi-Fi (Eduroam) using your UCL user ID (ucluserid@ucl.ac.uk) and password. Prior to enrolment, students can use the The Cloud network to access the internet in halls. If you have any problems with Eduroam, call the Information Services Department (ISD) on +44 (0)20 7679 5000 or email servicedesk@ucl.ac.uk

Inventory
You should have an inventory form in your room when you arrive. You must fill this in and return to your hall team within 48 hours of moving in.

Information for international students
UCL has a website that’s dedicated to helping all of UCL’s international students. The UCL International Student Support site will give you information and guidance on a variety of useful topics and can be found at ucl.ac.uk/iss

If you have any queries for the team, you can contact them by email internationalsupport@ucl.ac.uk

For questions about your visa, immigration, or employment, the Students’ Union UCL Advice Service can help you. Visit studentsunionucl.org/help-and-advice/advice-service

The UKCISA can also give you guidance on living and studying in the UK. Visit ukcisa.org.uk

International students and the NHS
You can find out about NHS services at bit.ly/UCLinternationalNHS
Keys

Your keys cannot be duplicated, except by the hall team. Please keep your keys safe at all times. Your keys are your responsibility. It’s up to you to return keys to the hall team at the end of your occupation. If you lose your keys, you need to call the hall team or SRA team right away.

For new keys, you’ll be asked to show ID and a charge may apply:

// £5 to replace a key card (Astor College only)
// £40 to replace a set of room keys (includes fob, room keys, post key)
// £30 for a lock change (plus additional charge for room keys)
// £20 to replace a fob/swipe or access card/single key (front door, post box, bicycle shed)
// £5 for a replacement meal card.

Kitchen

Food preparation areas, storage and cooking facilities are provided in every kitchen. No cooking is permitted anywhere else in the halls. Cooking should never be left unattended. Maintaining a good standard of hygiene in shared kitchens is important and will minimise food hygiene risks and avoid pests:

// Defrost and clean fridges/freezers once every 3–6 months
// Keep all food in sealable containers and store in cupboards
// To allow the kitchen to be cleaned, personal items and food should be stored and surfaces and sinks left clear on the allotted cleaning day.
L

Laundry
You have access to laundry facilities on-site. With a smartphone, you can pay via the Circuit Laundry app – circuit.co.uk/mobile-app/. Currently the cost of a wash is £2.60, and a drying cycle is £1.60. You can use powder or tablets in washing machines – just put the detergent in the bottom of the drum.

Leaving instructions
On your day of departure, you need to vacate your room by 10am and return your keys, swipe / access card and electronic key fob to reception.

Your accommodation (including bathroom, if en-suite) and kitchen should be left clean or charges will be applied. For more information about charges, visit bit.ly/UCLregulations19

London congestion charge
You may be subject to the Congestion Charge if you drive a vehicle within the charging zone from Monday to Friday, between 07:00 and 18:00. The Congestion Charge does not apply on weekends, English public holidays, designated non-charging days, or from Monday to Friday, between 18:00 and 07:00.

UCL Bloomsbury Campus falls within the Congestion Charging zone, as do the following residences: Astor College, Arthur Tattersall House, Campbell House, Endsleigh Gardens, Frances Gardner House, Gordon Square, Ian Baker House, James Lighthill House, John Adams Hall, John Dodgson House, John Tovell House, Langton Close and Ramsay Hall.

For further details visit cclondon.com

An Ultra Low Emission Zone (ULEZ) also operates 24 hours a day, 7 days a week, every day of the year in the same area. Most vehicles need to meet the ULEZ emissions standards or drivers must pay a daily charge to drive within the zone.

Find out more at bit.ly/UCLulez

M

Maintenance
If you find a fault or defect, you should email your hall team as soon as possible. We look into all emergency faults right away. Non-emergency maintenance is scheduled on a priority basis. Our hall team log all repairs and pass them onto the maintenance team.

Out of hours, if you have a major issue, call the SRA team.

Meningitis and MMR
All 1st year undergraduate students younger than 25 years of age are recommended to have the Meningitis ACWY vaccine before attending university. If you have not had this vaccine, ideally you should get it during the first few weeks of term as the vaccine takes time to become effective.

Students are also recommended to ensure they have received two doses of the MMR [mumps, measles and rubella] vaccine and this is usually given to children worldwide as part of the routine immunisation schedule.

Your doctor can provide this immunisation if eligible.
Mental Wellbeing

Student life can be fun and exciting. But it can also feel stressful and lonely. If you, or someone you know, feels isolated, homesick, depressed or stressed-out, you’re not alone. You can talk confidentially to the hall team or SRA team at any time. If you have a specific personal problem, we can help put you in touch with expert advisors.

UCL Student Psychological Services has a range of help and information available. Support ranges from personal development workshops and one-to-one counselling, to self-help guides and online guidance. Find out more at bit.ly/UCLmentalhealth or call on +44 (0)20 7679 1487

See the guide to UCL’s Student Support and Wellbeing services at bit.ly/UCLStudentSupport

If you’re diagnosed with a mental health condition, the Student Disability Services at UCL is a useful contact and it’s worth registering when you arrive. Call them on +44 (0)20 7679 0100
Contact them through askUCL at bit.ly/DisabilityServicesAskUCL or visit ucl.ac.uk/disability
N

Noise
Other students may want to study or sleep at different times than you do, so please respect their need for quiet time. Please keep noise to a minimum between 23:00 and 08:00 on weekdays, and between midnight and 08:00 on weekends – especially during exam time, when we don’t allow parties in halls.
There are more details in the UCL Accommodation General Regulations bit.ly/UCLregulations19

P

Parking
We recommend that you don’t bring a car to UCL. London has excellent transport networks, and it’s much easier and faster than trying to get around by car.

Parties
You’re welcome to hold small parties and get-togethers. We just ask that you make an email request, giving the hall team two weeks’ notice. Once your party is approved, you’ll receive permission by email.

Pest control
It’s unlikely but if you spot any unwanted pests, please email the hall team right away. We have pest controllers contracted to UCL Accommodation, and they’ll respond appropriately.

Post
If you’re receiving mail from overseas, it’s important to be aware of the restrictions on posting items to the UK.
During times of university closure (i.e. Christmas and Easter), halls will request post to be withheld from delivery for security reasons.
Don’t forget to change your address after you leave – your post won’t be forwarded to you. If post and deliveries arrive after you’ve left, this will be refused or returned to the sender.
See details in the UCL Accommodation General Regulations bit.ly/UCLregulations19

Privately rented accommodation
If you need advice on moving from halls into the private sector, see the advice site for UCL students by UCL students housingadvice.london University of London Housing Services can offer advice housing.london.ac.uk UCL has a range of accommodation available for returning students, with rooms in both purpose built student accommodation at preferential rates and in private rental properties.
For more information, visit bit.ly/UCLReturningStudents

Pets
Pets are not allowed. Guide dogs, trained to UK regulations, may be approved under special conditions.

Prohibited items
The following items are prohibited in UCL Accommodation:

 husband Heating equipment or humidifiers
 Oil lamps, fragrance burners
 Smoking, e-cigarettes, hookah or shisha pipes, Nitrous Oxide (laughing gas)
 Fairy lights (only battery operated are allowed)
 BBQs or fireworks
 Dartboards and ball games
 Weapons

For more information, visit bit.ly/UCLwhatNotToBring

Prohibited areas
We suggest that you should steer clear of all roof areas, balconies, parapets and ledges. Please observe all safety notices.
Rent

Your rent includes all utilities, such as gas, electricity, water and internet. Rent is payable at the start of each academic term. You’ll get an invoice via email with details on how to pay. If you’re having difficulty paying your rent, in the first instance, please contact your hall team.

View weekly fees and payment methods for all halls online at bit.ly/UCLAccommodationRent

Room inspection

Once a term, we carry out room inspections. The simple checks take five minutes to make sure everything is working properly. You’ll get an email a few days before to let you know when it’s going to happen. Your room can also be accessed by the hall team, as well as contractors who carry out repairs. You will usually be given 24 hours’ notice unless it’s an emergency. All of the hall team, including contractors, will show ID.

Security

You should always lock your door and close your windows when you leave your room. Please also make sure that all outside doors are locked behind you as you enter or leave. If you think you have spotted an intruder, or may have had something stolen, in the first instance please contact your hall team. Out of hours, contact your SRA team.

See bit.ly/UCLsafety

Smoking

For the most part, UCL is a no smoking zone. You are not allowed to smoke or vape in your room. Some halls have designated outdoor areas where you can smoke.
Student Residence Advisers (SRAs)
Our team of SRAs are there to help you find your feet at UCL and to create a caring and supportive environment in your hall. They are your first point of contact for any wellbeing concerns and can signpost you to appropriate support services if you ever need them. In order to provide a positive experience for all residents, their role also includes welfare and discipline.

You can find the UCL Student Disciplinary code at bit.ly/UCLdisciplinaryCode

Student support
If you are experiencing difficulties – academic or personal – you can talk confidentially to the hall team or the SRA team. They are here to help you. You may also think about talking to your personal or departmental tutor. Your doctor can also help with a wide range of health, personal, social and emotional issues. For external support, visit:

Students’ Union UCL Advice Service
15 Gordon Street
Call +44 (0)20 7679 2998

UCL Student Psychological Services
3 Taviton Street
Call +44 (0)20 7679 1487

London Nightline (term time only)
Call +44 (0)20 7631 0101
or visit nightline.org.uk

Samaritans Helpline (24 hrs)
Call +44 (0)84 5790 9090
or visit samaritans.org.uk

Mind (mental health charity)
Call +44 (0)84 5766 0163
or visit mind.org.uk

Talk to Frank (drugs helpline)
Call +44 (0)30 0123 6600
or visit www.talktofrank.com

Drinkline (alcohol helpline)
Call +44 (0)80 0917 8282

London Lesbian & Gay Switchboard
Call +44 (0)20 7837 7324
or visit switchboard.lgbt

Care First
Call +44 (0)80 0197 4510
or visit carefirst-lifestyle.co.uk
for online messaging service.
Log in using username uclstudent
password bentham

There are more details in the UCL Accommodation General Regulations bit.ly/UCLregulations19

For a guide to UCL’s Student Support and Wellbeing services, see bit.ly/UCLStudentSupport
Summer accommodation
As a student, you’re welcome to apply for summer accommodation. Places are allocated subject to availability, and a satisfactory payment and disciplinary record. We can’t give any guarantees about the style, cost or location of summer accommodation for students. In certain circumstances, you may also need to move halls.

ucl.ac.uk/residences

Sustainability
UCL is aware of its environmental impact and how we can work together for sustainable change. There are many ways to be more sustainable. Get involved at ucl.ac.uk/greenucl

T

Tidying and cleaning
Communal kitchen areas are cleaned once a week, and showers and WCs are cleaned three times a week. You need to keep your own room tidy. Remember to empty the wastepaper bin and stay on top of your washing up. A mop, bucket, dustpan, brush and vacuum cleaner are provided in each shared kitchen.

You’re responsible for the cleanliness of your own room, and for cleaning shared or communal facilities after you have used them. This includes showers, toilets and kitchen facilities. If your room is en-suite, you’re expected to keep your own bathroom clean too. If you live in a studio or flat, the kitchen, bathroom and living areas should also be kept clean.

TV licensing
If you want to bring a TV or use streaming services like iPlayer, then you will need your own TV licence. You won’t be covered by the licence in your hall, or by a licence held at your home address, if you are viewing in your room. You can find further information about TV licensing at tvlicensing.co.uk/students

W

Window restrictors
Your windows are fitted with restrictors, and for your own safety and security, you’re not permitted to tamper with them.
We hope you’ve found some useful information and tips in our booklet. From time to time, you may like to refer to the booklet when you have a query. If you need to get in touch, your Hall Team and SRA Team contact details are listed below.

Schafer House
University College London
168-182 Drummond Street
London
NW1 3HZ

Your Hall Team
call +44 (0)20 7387 1286
e-mail schafer.house@ucl.ac.uk

Your SRA Team
Out of hours duty mobile number
call +44 (0)79 4167 2163

The information in this booklet is correct and complete at the time of publication. All recommendations are made without guarantee on the part of the authors or UCL.

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