2018 CHECKLISTS FOR NEW STUDENTS
BEFORE YOU ARRIVE

ESSENTIAL ACTIVITIES (ALL STUDENTS)

☐ Make sure you've met all your entry requirements
You'll need to demonstrate that you've met all the entry requirements of your programme. You may need to bring evidence with you when you arrive for your enrolment appointment.
➢ Search ‘ucl entry requirements’

☐ Sort out your funding
Make sure you know how you'll be funding your programme and that everything is in order. Many students will have funding from student finance bodies and will need to go through a separate application process.
➢ Search ‘ucl fund your studies’

☐ Find somewhere to live
You may have applied for a place in UCL-managed accommodation, but if not, you can look for private rented accommodation. If you're doing this, you shouldn't pay anything before you see the property, so book a hotel or hostel for when you first arrive in London. University of London Housing Services can help you find somewhere to live.
➢ Search ‘ucl accommodation’, ‘uol housing services’

☐ Complete pre-enrolment
You'll receive an email asking you to create your username and password, and complete pre-enrolment, once you have firmly accepted an unconditional offer. Pre-enrolment opens in August. You should complete pre-enrolment before you arrive at UCL.
➢ Search ‘ucl pre-enrolment’
☐ Pay your fees
You can easily pay your fees through UCL’s online payment service.
► Search ‘ucl payonline’

☐ Get your vaccinations
Make sure you've had the meningitis (ACWY) and MMR vaccinations before you arrive.

If you're an international student, you should ideally get this done several weeks before you leave for the UK. Speak to your doctor to find out if you can get the vaccination(s) in your home country. If you can't, ask your doctor (GP) about this in the UK as soon as you're registered.
► Search ‘student vaccinations’

ESSENTIAL ACTIVITIES (INTERNATIONAL STUDENTS)

☐ Apply for a visa (if applicable)
If you are an international student, you may need a visa to study in the UK. In most cases, this will be a Tier 4 Student visa or a Short-term Study visa, depending on your circumstances. UCL’s Student Immigration Advice and Compliance team can support students with immigration matters.
► Search ‘ucl visas’
RECOMMENDED ACTIVITIES (ALL STUDENTS)

☐ Download the Welcome to UCL app
A handy app to help you get ready for your arrival, with a full schedule of induction events and much more. Search ‘Welcome to UCL’ on the App Store or Google Play to download now!
➢ Search ‘guidebook welcome to ucl’

☐ Plan your journey
Figure out how you’re getting to your accommodation and how you'll get to the main UCL campus. If you’re coming from an airport, there are a variety of transport options, some more affordable than others.
Look through the ‘International students’ pages of the UCL Students website for more information.
➢ Search ‘ucl international airports’

☐ Plan your budget
The earlier you think about how to manage your money during your programme, the better.
➢ Search ‘ucl manage your money’

☐ Register your phone number with UCL’s Information Services Division (ISD)
This allows you to reset your password if you forget it, through the MyAccount system, and avoids you having to visit the ISD Service Desk in person. Without registering your phone number, you may find that you need to queue to reset your password in person and you may have limited access to critical systems in the meantime.
➢ Search ‘ucl myaccount’

☐ Tell UCL Student Support and Wellbeing (SSW) about any disabilities or long-term health conditions (if applicable)
You should get in touch with SSW if you have any kind of disability or long-term physical or mental health condition. This will help ensure that the right support is in place during your programme. Look through the ‘Support and wellbeing’ pages of the UCL Students website for more information and contact details.
➢ Search ‘ucl ssw’
RECOMMENDED ACTIVITIES (INTERNATIONAL STUDENTS)

☐ **Sign up to the International Student Orientation Programme**

All new non-UK students are encouraged to attend the International Student Orientation Programme (ISOP), a free week-long programme of events before the main start of term in September designed to help you settle in. Registration for ISOP takes place as part of pre-enrolment (see above).

➤ Search ‘ucl isop’

☐ **Apply for travel insurance**

If you're travelling from overseas, it's recommended that you get travel insurance to cover your journey.

➤ Search ‘student travel insurance’

☐ **Request an early arrival in your hall of residence (if applicable)**

If you're an international student attending ISOP and staying in a hall of residence, then you should request an early arrival. This can be done through the online accommodation system.

➤ Search ‘ucl accommodation online’
EXTRA ACTIVITIES (ALL STUDENTS)

☐ **Buy tickets for social events**

Students' Union UCL run a series of social events for new students at the start of term, some of which require tickets. Have a look at their website for more information and tickets.

➢ Search ‘students union ucl’

☐ **Research clubs and societies**

You can explore clubs and societies on the Students' Union website before the Welcome Fair. Search for the clubs and societies directory online.

➢ Search ‘ucl clubs directory’

☐ **Take out personal insurance**

You may benefit from personal insurance, covering your possessions or medical expenses.

➢ Search ‘student insurance’

☐ **Follow @UCL on social media**

Stay up to date with everything happening at UCL by following us on Facebook, Twitter and Instagram.

➢ Search @ucl

☐ **Follow @UCLcares on social media**

The Student Support and Wellbeing team provide handy tips and information on how to take care of yourself as a student on their Facebook and Twitter accounts.

➢ Search @uclcares
2018 CHECKLISTS FOR NEW STUDENTS

FIRST FEW DAYS

ESSENTIAL ACTIVITIES (ALL STUDENTS)

☐ Move in
If you're in a UCL hall of residence or student house, you'll be welcomed by a team of student ambassadors, who'll be on hand to help you move in and find your way around.
➢ Search 'ucl accommodation'

☐ Make sure you have access to Portico
Portico should be fully available to you once you have completed pre-enrolment. It is very important to have full access to Portico, as it hosts several essential services.
You'll need your UCL user ID and password to log in (these are set up as part of pre-enrolment). If you have any access issues, contact the ISD Service Desk by email, phone or in person in the Science Library for support.
➢ Search ‘ucl portico’, ‘ucl isd service desk’

☐ Make sure your contact details are up to date
It's important to keep your contact details up to date on Portico. In particular, you must update your term-time address before you enrol to ensure that the confirmation letter you are given is correct.
➢ Search ‘ucl portico’

☐ Enrol
Completing your in-person enrolment appointment is the final step to officially becoming a UCL student. You'll be able to find details of your enrolment appointment in the confirmation email sent to you when you complete pre-enrolment.
➢ Search ‘ucl enrolment new students’
☐ Collect your student ID card

After enrolling, you'll be directed to collect your student ID card, which you should keep with you at all times while on campus. Your ID card is necessary to gain access to most UCL buildings.

➤ Search ‘ucl id card’

☐ Attend your local induction events

Depending on your programme, you may have induction or welcome events in your faculty, department and/or programme. Many of these will provide you with vital information for your course. Details of these events can be found on the Welcome to UCL app (available on the App Store and Google Play) or from staff in your department.

➤ Search ‘guidebook welcome to ucl’

☐ Check your UCL email account

All information from your department and central UCL teams will be sent to your UCL email account, so it is vital that you check it often. You'll need your UCL user ID and password to log in (these are set up as part of pre-enrolment). If you have any access issues, contact the ISD Service Desk by email, phone or in person in the Science Library for support.

➤ Search ‘ucl owa’, ‘ucl isd service desk’

☐ Register for modules (if applicable)

Depending on your programme, you may have to register for optional modules on Portico. You should do this as soon as possible after you arrive and speak to your department if you have any issues.

If you're an affiliate student (coming to UCL on a Study Abroad (JYA), Erasmus, Independent Affiliate or other exchange programme), please read through the information on the ‘International students’ pages of the UCL Students website. Please ensure you attend the ‘Meet Your Department’ session during ISOP or speak to your department as soon as you have enrolled.

➤ Search ‘ucl portico’, ‘ucl information affiliates’

ESSENTIAL ACTIVITIES (INTERNATIONAL STUDENTS)

☐ Collect your Biometric Residence Permit (if applicable)

If you're an international student on a Tier 4 Student visa, you'll need to collect your Biometric Residence Permit (BRP) within your first 10 days in the UK. You should be notified when it is available for collection. You will need to do this before you enrol.
If you chose to collect your BRP at UCL during your visa application process, then you will be contacted directly by the UCL Student Immigration Advice and Compliance team with full instructions on where, when and how to pick up your card.

- Search ‘ucl brp’

☐ Register with the police (if applicable)

Some (but not all) international students on a Tier 4 Student visa need to register with the police. Not doing so if required is a criminal offence. Your visa and Home Office letter will indicate if you need to register with the police.

UCL has worked with the Overseas Visitors Records Office (OVRO) and will be offering a limited number of appointments for those students who need to register, making the process easier. More information about this will be made available on the ‘International students’ page of the UCL Students website. If you need to register but do not sign up for an appointment through UCL, you will need to go directly to OVRO within 7 days of arriving in the UK.

If you need to register with the police and arrive in the UK prior to receiving any information about appointments for UCL students, please visit OVRO directly within 7 days of arrival.

- Search ‘ucl police registration’, ‘ovro’

☐ Get your Erasmus form signed (if applicable)

If you are studying at UCL on an Erasmus placement, you'll need to get your Erasmus form signed in the Student Centre, in the Chadwick Building on the main Bloomsbury campus.

- Search ‘ucl student centre’
RECOMMENDED ACTIVITIES (ALL STUDENTS)

☐ Get access to free Wi-Fi on campus

You have access to free Wi-Fi everywhere around campus, using the ‘eduroam’ network.

You'll need your UCL user ID and password to log in (these are set up as part of pre-enrolment). If you have any access issues, contact the ISD Service Desk by email, phone or in person in the Science Library for support.

➢ Search ‘ucl wifi’, ‘ucl isd service desk’

☐ Get a 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. Some banks will be present on campus at the start of term to help international students with the account opening process.

Home students might also want to look into opening a student account for additional perks such as overdrafts.

➢ Search ‘ucl bank accounts’

☐ Scan or take photos of important documents

Losing any or all of your important documents like your visa, Biometric Residence Permit (BRP) or Statement of Student Status could hinder your ability to access important services. Replacing them in some circumstances can be quite expensive. Having a scanned copy or photo of these documents is important to avoid any issues if you misplace them.

➢ Search ‘ucl brp’, ‘ucl statement student status’

☐ Attend your hall of residence welcome event (if applicable)

If you're living in a hall of residence or student house, there will be a local welcome event within your first few weeks. Attendance is strongly recommended, to help you familiarise yourself with your new home away from home.

➢ Search ‘ucl accommodation’

☐ Get to know your hall of residence team (if applicable)

If you're living in a hall of residence or student house, it's important to know that in most cases you will be supported by a Warden and a team of Student Residence Advisers (SRAs) who are there out of hours to make sure that your accommodation is a safe and welcoming environment conducive to study.

In addition to the Warden and SRAs, your hall will have a front office for enquiries and support during the day, and some sites have additional security staff.
Try to get to know all of these contacts as well as your neighbours, so that you have a network of support in place if you need it.

- Search ‘ucl sra’

☐ Attend the Doctoral School welcome event (if applicable)

If you're a research student, you should attend the Doctoral School welcome event, taking place in the first week of term. This is a great opportunity to find out more about the research community at UCL and the support and assistance that the Doctoral School can offer you.

- Search ‘ucl doctoral school’

☐ Take a campus tour

Students’ Union UCL will be running student-led tours of the main Bloomsbury campus throughout the first few days of term, departing from the Main Quad. These are a helpful way to familiarise yourself with key buildings and services.

Student Support and Wellbeing will also be running health and wellbeing tours, to help students gain a better understanding of where they need to go for different types of health concerns. These are especially recommended for students living in local halls of residence.

- Search ‘students union ucl campus tours’, ‘ucl health wellbeing tours’

☐ Explore the campus

UCL's main campus covers a large area of Bloomsbury, with additional sites nearby, further afield in London and even outside London. Try to familiarise yourself with your department and the key features of the main campus, and remember that all central facilities are open to all students, no matter where you're based.

The UCL Maps website and the student app UCL Go! (available on the App Store and Google Play) are great resources to help you find your way around.

- Search ‘ucl maps’, ‘ucl go’

☐ Attend the Welcome Fair

Following the first week of term on Saturday 29 and Sunday 30 September 2018, Students' Union UCL organises the Welcome Fair, bringing together over 250 clubs and societies, together with commercial stalls, music and entertainment. It's a great opportunity to find out about what the Students' Union offers and sign up to a club or society.

- Search ‘ucl welcome fair’

☐ Make sure you have access to Moodle

Moodle is UCL’s virtual learning environment, with a wide range of resources and online features to complement your face-to-face learning. You should check to see if your Moodle account is set up correctly.
You'll need your UCL user ID and password to log in (these are set up as part of pre-enrolment). If you have any access issues, contact the ISD Service Desk by email, phone or in person in the Science Library for support.

- Search ‘ucl moodle’, ‘ucl isd service desk’

**RECOMMENDED ACTIVITIES (INTERNATIONAL STUDENTS)**

☐ **Attend the International Student Orientation Programme (ISOP) (if applicable)**

All new non-UK students are encouraged to attend the International Student Orientation Programme (ISOP), a free week-long programme of events before the main start of term in September designed to help you settle in. Registration for ISOP takes place as part of pre-enrolment.

- Search ‘ucl isop’

☐ **Attend the 'Meet Your Department' session (if applicable)**

If you're an affiliate student (coming to UCL on a Study Abroad (JYA), Erasmus, Independent Affiliate or other exchange programme), it's strongly recommended that you attend the 'Meet You Department' session as part of ISOP. This is a useful opportunity to meet key contacts like your Affiliate Tutor and to get help with the module registration process.

- Search ‘ucl information affiliates’

☐ **Visit the Banks Hub**

If you're on a programme lasting 6 months or longer, then you're strongly advised to open a UK bank account to manage your money more safely and effectively. To help you do this, a number of major banks will be present on campus in the Banks Hub for several days at the start of term as part of ISOP. Some banks may be able to open an account for you in full on the day, while others can provide information and speed up the process of opening an account through a branch.

- Search ‘ucl banks hub’

☐ **Get a UK SIM card**

If you're an international student, it's worth considering a UK SIM card for easier access to the Internet and to make local as well as international calls more affordably. Free SIM cards will be available at ISOP and enrolment.

- Search ‘ucl keep in touch’
EXTRA ACTIVITIES (ALL STUDENTS)

☐ Attend social events

Students' Union UCL host a wide range of social events and activities for new students over the first few weeks of term, culminating in the Freshers Ball in early October. There's all sorts of different events to cater to all tastes, from bike tours and boat parties to sports and music.

Please note that some events are ticketed. Check the Students’ Union UCL website for full details.

➢ Search ‘students union ucl’

☐ Join a student club or society

Clubs and societies are not only a great way to meet new people and make new friends who share a similar passion to you, but they're also an opportunity to try something new. UCL has over 250 clubs and societies, so there's something for everyone.

➢ Search ‘ucl clubs directory’

☐ Explore your local area

The main UCL campus is based in Bloomsbury, which has an array of parks and green spaces, pubs, cafés, restaurants and museums. Take some time to wander round Bloomsbury and find your bearings.

➢ Search ‘ucl maps’

☐ Join a gym

It's very important to look after your health while at university and all students should try to exercise regularly. This could be as simple as walking or cycling, but you may also want to join a local gym. Bloomsbury Fitness, run by Students' Union UCL, is available to all students, from beginners to regular gym-goers.

➢ Search ‘bloomsbury fitness’

☐ Get an NUS extra student discount card

All students on a programme lasting longer than 12 weeks are eligible to get an NUS extra card. As the most widely recognised student discount card, this grants you access to a wide range of discounts and services. You can choose from a 1-year card for £12, a 2-year card for £22 or a 3-year card for £32.

➢ Search ‘nus extra’
2018 CHECKLISTS FOR NEW STUDENTS
FIRST FEW WEEKS

ESSENTIAL ACTIVITIES (ALL STUDENTS)

☐ Start your programme
Check your timetable and make sure you hit the ground running by attending all lectures, seminars and other sessions. Your personal timetable will be available along with generic departmental timetables online.
➢ Search ‘ucl timetable’

☐ Meet your Personal Tutor (if applicable)
Every taught student at UCL is assigned a Personal Tutor, who is there to help you with your overall academic progress as well as your personal and professional development. You must meet your Tutor within your first few weeks at UCL and you’ll then meet them several times throughout the duration of your course.
➢ Search ‘ucl personal tutoring’

☐ Meet your supervisory team (if applicable)
If you’re a research student, your supervisor or supervisory team will fulfil much the same function as a Personal Tutor. You can approach your supervisors with any matter related to your research or pastoral issues.
➢ Search ‘ucl doctoral school’

☐ Meet your Transition Mentor (if applicable)
If you are a first-year undergraduate student, you will be assigned a Transition Mentor to help you adjust to university life. This is usually a second- or final-year student from your department whom you can meet regularly to help you with the transition to university life.
➢ Search ‘ucl transition mentor’
☐ Register with a doctor (general practitioner)

It's vitally important to ensure that you're registered with a doctor (a GP, or general practitioner), so that you can access healthcare easily if you need it.

If you live in north or central London (which is the case for most UCL students), then you should be able to register online with Ridgmount Practice, UCL's partner health clinic, which is located near the main campus. If you live further away, you should contact your local GP surgery to register there.

If you're on a short-term programme, please be aware that you may not be able to register with a doctor, but should still be able to see one as a temporary patient if needed.

➢ Search ‘ucl register doctor’

☐ Apply for a TV licence (if applicable)

If you use a TV or online device to watch or record programmes as they are being shown, or if you download or watch BBC programmes on iPlayer, then are you legally required to get a TV licence.

➢ Search ‘tv licensing’

ESSENTIAL ACTIVITIES (INTERNATIONAL STUDENTS)

☐ Adhere to your Tier 4 Student visa responsibilities (if applicable)

If you're an international student on a Tier 4 Student visa, then there are certain responsibilities that you must adhere to in order to maintain your visa rights. Make sure you read the guidance and adhere to these.

➢ Search ‘ucl tier 4 responsibilities’

☐ Apply for a National Insurance number (if applicable)

If you are an international student eligible to work in the UK and would like to do so, then you'll need a National Insurance (NI) number. Your NI number allows the government to properly record your National Insurance contributions and the taxes that you should pay. You can start work without one, but you'll have to apply immediately.

➢ Search ‘national insurance number’
RECOMMENDED ACTIVITIES (ALL STUDENTS)

☐ Get to know others

There are all sorts of different opportunities to build a personal support network within your first few weeks. Try to get talking to those around you in your accommodation, on your programme and in other welcome and induction events.

UCL has a hugely diverse student population, so you're sure to meet people from all over the world and from all different backgrounds and cultures. Keep an open mind at all times and you'll be guaranteed to learn a lot about each other and broaden your horizons!

Building a personal support network of friends, coursemates and others during your time at UCL is very important. As your programme gets under way and the academic work gets more challenging, there's no better source of support and help than those around you.

☐ Familiarise yourself with your UCL library and accessing library resources

Your student ID card will grant you access to all library sites, so make sure you visit the library most relevant to you to orient yourself. Our friendly staff are here to help with any queries. Make sure you know how to search for library resources and how to access our extensive online and physical collections.

➢ Search ‘ucl library’

☐ Familiarise yourself with UCL Student Support and Wellbeing

Your health is just as important as your academic success, and UCL Student Support and Wellbeing provides a wide range of information, advice and support services to help you maintain positive physical and mental wellbeing. Key services include UCL’s counselling team (Student Psychological Services) and daily drop-in sessions with mental health, wellbeing and disability advisers. Make sure you know what support is available and how to access it if needed.

➢ Search ‘ucl ssw’

☐ Visit the Student Support and Wellbeing Blog

To help you lead a happy, healthy and balanced student lifestyle, Student Support and Wellbeing run a blog, featuring articles written by students, staff and experts in their field. New content is added regularly during term time, so check out the blog on a regular basis for advice on how to look after yourself.

➢ Search ‘ucl ssw blog’
☐ Sort out your 18+ Student Oyster photocard

Many students are eligible for the 18+ Student Oyster photocard, which replaces the standard Oyster card and offers a 30% discount off the price of adult-rate Travelcards and Bus & Tram Pass season tickets. If you take public transport on a regular basis, an 18+ Student Oyster photocard is strongly recommended, but bear in mind that you might not actually save money if you only take public transport occasionally.

➢ Search ‘student oyster’

☐ Apply for council tax exemption (if applicable)

Full-time students are usually exempt from paying council tax during their studies, but you'll need to demonstrate your student status to your local council, usually by showing your Statement of Student Status letter provided at enrolment.

➢ Search ‘ucl council tax’

☐ Download UCL Go!

UCL Go! is our student mobile app, featuring university and Students' Union information such as timetables, campus maps and library services. The app is available for Android and iOS.

➢ Search ‘ucl go’

☐ Set up printing

Before you print anything at UCL, you'll need to register your UCL ID card, linking it with your user ID and password. You'll only need to do this once, unless you get a replacement ID card, in which case you'll need to re-register.

➢ Search ‘ucl printing’

☐ Start engaging with UCL Careers

No matter what your plans are for the future, UCL Careers can help with a range of services, from one-to-one advice with applications and interviews to industry-specific recruitment events. Start talking to the Careers team early to get the most out of what they offer.

➢ Search ‘ucl careers’

☐ Read myUCL

myUCL is UCL’s newsletter for all students. With weekly editions during term time, it tells you everything you need to know about important announcements, events and opportunities on campus. Keep an eye out for it in your UCL email inbox.

➢ Search ‘myucl’
EXTRA ACTIVITIES (ALL STUDENTS)

☐ Find a mentor from the alumni community

UCL has a wide-reaching network of alumni, many of whom act as mentors for current students. A mentor can share professional advice and give you an insider's view on your chosen field.

➢ Search ‘ucl alumni mentoring’

☐ Visit UCL’s museums and theatre spaces

UCL is home to the Grant Museum of Zoology, Petrie Museum of Egyptian Archaeology and UCL Art Museum on the Bloomsbury campus, as well as the renowned Bloomsbury Theatre. You can also find the UCL Pathology Museum at the Royal Free Hospital campus in Hampstead. Nearly all these venues and events are free to enjoy and open to all.

➢ Search ‘ucl culture’

☐ Get a 16-25 Railcard

Those aged 16 to 25, or those aged 25+ on a full-time programme lasting at least 20 weeks, are eligible for a 16-25 Railcard, granting 1/3 discount on rail travel across the UK. You can even link this card to your Oyster for further discounts.

➢ Search ‘16 25 railcard’

☐ Investigate volunteering opportunities

Volunteering is not only a rewarding way to give back to the community and meet new people, but it’s also valuable experience for your professional development. Students’ Union UCL supports all students to volunteer if they want to, with a wide range of opportunities to suit all interests.

➢ Search ‘ucl volunteering’

☐ Look into opportunities to study abroad

Depending on your programme, you may be able to study at a partner university overseas or take up a short-term opportunity. There may be funding available to help you do this.

In most cases, you would apply in your second year, but it's never too early to start exploring the options available to you.

➢ Search ‘ucl study abroad’

☐ Get a part-time job (if applicable)

Being a student in London can be expensive, so whether you're looking for work experience or just need some money to top you up, help is available to find a part-
time job through the myUCLCareers listings and the Students' Union JobShop, an online directory of opportunities.

If you're an international student on a Tier 4 Student visa, be aware that there are restrictions on the number of hours you can work; make sure you adhere to the terms of your visa.

➢ Search ‘myuclcareers’, ‘ucl jobshop’, ‘ucl tier 4 responsibilities’