

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'