

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'