Now You’ve Started

A Checklist for your First Few Days
Welcome to the University of Liverpool. Whether you are beginning your studies with us on campus or virtually, I hope that you have had a restful summer and are ready to embark on this new and exciting phase of your life.

The COVID-19 pandemic means that this is no ordinary start to your studies with us, but we would like to reassure you that we are as committed as ever to ensuring you receive the high quality experience you would expect of a Russell Group university. Colleagues across the University have worked incredibly hard over the last few months adapting their teaching and the services on offer, not only to maintain quality, but also to use this as an opportunity to improve things, wherever possible.

We pride ourselves on our dedication to providing comprehensive advice to enable international students to settle in - and this year is no different. We continue to offer: information about the University’s facilities; support for registering for your course; and guidance to sorting out accommodation, finding part-time work, making new friends and much more.

Over the next few pages, you will find checklist of things that you should do now that you have started your studies. Please use the Welcome Week app to attend International Advice and Guidance’s orientation programme: Hello International! And please do feel free to get in touch with IAG for advice, using the contact details on page 2.

I hope that you enjoy becoming part of our international student body and wish you well in your studies.

Professor Dame Janet Beer
Vice-Chancellor
Your checklist for your first few days

**International Advice and Guidance (IAG)**

Our aim is to enhance your experience as a student during your time at the University. We offer you specialist advice and support by email and appointments.

We advise on a range of issues including visas, working during and after studies, personal/family issues and British culture. We also offer a varied, year-round programme of presentations and forums. If you have any questions, please contact us.

T: +44 (0)151 795 1000
E: lagteam@liverpool.ac.uk
www.liverpool.ac.uk/studentadministration/international/
Twitter: /LivUniSWAG
Instagram: /livuniswag

**Your first steps...**

**Contact home**

After arriving in Liverpool, whenever that may be, contact family and friends at home to let them know you have arrived safely.

**Attend Hello International!**

Hello International is International Advice and Guidance’s programme of orientation events for new international students throughout Welcome Week and beyond. Here you will find a variety of useful information and details of the services and facilities which are available to you. You will also have the opportunity to virtually meet other new students and find out more about your new home.

**Pay your student fees**

Follow the instructions given to you by the Student Fees Office to pay your fees. Visit www.liverpool.ac.uk/fees-payment for more information.

**Registration**

There are several things you need to do to complete the registration process:

**Activate your computing account**

Visit www.liverpool.ac.uk/activate and follow the instructions to activate your University computing account.

**Complete academic registration**

Follow the instructions given to you in Your Registration to complete the steps of academic registration. These include choosing your modules, uploading a photograph of yourself and adding your address. Your Registration is available at: https://www.liverpool.ac.uk/student-administration/registering-for-my-programme/

**Confirm your engagement**

Log in to the student portal, Liverpool Life https://liverpool-life.liv.ac.uk and confirm your engagement. You will need to provide an intended date of arrival to the UK and will be asked to update this at various intervals. This completes your registration.

**Collect your Biometric Residence Permit (BRP)**

After arriving in the UK you will need to obtain your BRP. If your visa confirmation letter says to collect from the post office, please visit this as soon as you are able to after your period of quarantine (if applicable) to collect your BRP. If you used the University ACL code you will be collecting from the University. You will be asked to email photographs of your passport, travel vignette and visa confirmation letter to visa.collection@liverpool.ac.uk.

You will also be asked to book a virtual appointment to show your documents and confirm your UK address – as this is a virtual meeting it can take place during a quarantine period. The UKVI will then post your BRP directly to your UK address.

After receiving your BRP, please email visa.collection@liverpool.ac.uk with a photo or scan of the front and back of your BRP.

**Open a bank account**

Open a bank account as soon as possible and deposit any cash you have so that it is safe. There are four banks on campus:

Barclays Bank – Brownlow Hill
HSBC – 7 Oxford Street
Lloyds TSB – 124 Mount Pleasant
Santander – Block 1, Peach Street, Brownlow Hill

To open an account you will need to provide a letter of introduction from the University to the bank you choose. You can request this letter online www.liverpool.ac.uk/student-administration/student-administration-centre/documents-idcards/bank-letter/ and follow the instructions given to you in Your Registration to complete the steps of academic registration.

**Copy your visa and passport**

Make a note of when your visa expires. Set yourself a reminder months before so that you can start preparing an application if you need to extend it. Take a photocopy of your visa and passport, including the page that was stamped when you entered the UK, and keep this safe. Alternatively, store a digital copy online or on your computer.

**Register with the police**

Students from certain countries are required to register with the police. If you are required to register it will be clearly stated on your visa or home office decision letter. You should register within seven days of arriving in the UK and then you should re-register every time you move address and every time you are granted a new visa.

To register for the first time you will need to supply a completed registration form, your passport and visa, two passport photographs, your Liverpool address and pay £34 for the certificate. You must book an appointment in advance. For more information, please visit our website: www.liverpool.ac.uk/studentsupport/international/visas/conditions-of-visas/registrationwiththepolice

To register and book an appointment visit www.merseyside.police.uk/advice/advice-and-information/registration-overseas-visitor/

**Do you have your family living with you in the UK?**

IAG has lots of information online to help your spouse and children have a fulfilling experience in the UK.

Please see our website www.liverpool.ac.uk/studentsupport/international/livingandworking/internationalfamilies/ for further help and guidance
Register to use University computer facilities
The University offers an extensive range of computer facilities which are explained in either the Essentials booklet (for undergraduates and taught postgraduates) or Basics booklet (for research postgraduates) which you can obtain online at www.liverpool.ac.uk/csd/quickstart.

To self-register for the computer facilities, you need your student ID number. Visit www.liverpool.ac.uk/register and complete the details required. If you need more support you can:
E: helpdesk@liverpool.ac.uk
T: +44 (0)151 794 4567.

Register with a doctor
It is important that you register with a doctor (GP) as soon as you arrive in Liverpool. The Student Health Service is based on campus near the Mathematical Sciences building (206 on a campus map). You can register online www.campusdoctor.co.uk/liverpool.

If you choose not to register with Student Health, or you do not live within the practice area, register with a GP practice close to your address. You can search for your nearest GP practice here www.nhs.uk/Service-Search.

Register with a dentist
It can be difficult to find a dentist quickly when you need urgent treatment so register with one now. You can search for your nearest dental practice here www.nhs.uk/Service-Search.

Explore the campus
Use the campus map to walk around and get to know your new University. Campus maps are available at www.liverpool.ac.uk/maps or you can install ‘UoL Mobile’ app for an interactive map – see http://appstore.liv.ac.uk/uol-mobile. Take a socially distanced walk around, explore the University and get to know your new surroundings.

Consider finding a part-time job
Working part-time during your studies can have many benefits: it can help you to improve your English (if English is not your first language), integrate with the local community, make friends, add to your CV, improve your employability skills and earn extra money. Ask for advice or attend a ‘Working During Studies’ presentation.

Buy a TV licence
You must have a TV licence if you want to watch programmes on a television, laptop computer or any other equipment. If you are living in University accommodation you will need a licence if you have television equipment in your own room. If you live in private accommodation you may need an individual TV licence or you may only need one licence for the whole house. Visit www.tvlicensing.co.uk for more information.

Buy insurance to protect your possessions
We recommend that you buy personal possessions insurance for items such as your mobile phone and laptop. Use www.comparethemarket.com or www.moneysupermarket.com to find a good deal.

Endsleigh is the insurance company recommended by the National Union of Students www.endsleigh.co.uk/personal/student-insurance.

Disclose any disabilities
If you have a disability and need academic-related support, contact Disability Advice and Guidance. Visit their website for further information www.liverpool.ac.uk/studentsupport/disability.

Stay safe
Take the time to read the British Council’s Creating Confidence safety booklet to remind yourself how to keep you and your belongings safe. You can access the booklet online at https://tinyurl.com/creatingconfidence1920.

Your responsibilities as a Tier 4 student
- Check your new visa for errors including the expiry date. You should have been given a visa until the end date of your course. If there are any errors, contact the IAG immediately for advice. It is important to correct any errors as soon as you notice, there is usually a 10 or 28 day time limit from when you receive the visa.
- If your visa states that you are allowed to work, do not work more than 20 hours each week during the term time. Ensure you are clear about what your term/vacation dates are, please see our website for further information.
- Do not pursue a career by filling a permanent, full-time vacancy. You must not engage in business activity or self-employment; you are allowed to be an employee, not an employer, director or partner. These rules also apply to online businesses and companies based overseas. You must not provide services as a professional sportsperson, sports coach or an entertainer.
- Inform Student Administration (Foundation Building) if you renew your passport or visa. The University must keep up-to-date copies of these documents.
- If you make a visa application inside the UK and it is refused, you must contact IAG and present your refusal letter immediately. Delaying doing this could result in you being required to leave the UK.
- Attend, whether online (whilst it is permitted) or in person, all of your classes, meetings, tutorials etc. Report any unavoidable absence to your academic School. If you are absent from University, you must not work.
- If you are doing your dissertation or writing-up your thesis then this is term time. Do not plan travel or work full-time during this time.
- You should remain living in the Liverpool area during your studies.
- Keep your Liverpool address, telephone number and personal email address up-to-date on Liverpool Life.
- Your student visa is only valid if you are studying ‘with attendance’ on a full-time course.
- Suspending or withdrawing from your course will cancel your visa and you will be required to leave the UK.
- Register with the police if required to and re-register every time you change address or renew your visa/passport.
- Do not claim any UK welfare benefits.
- If you change course and need to extend your visa you will need to make a new visa application outside the UK.
- Leave the UK before your visa expires or make a new visa application before this date if you have plans to extend your stay in the UK.

Talk to people and make new friends
To have a great, diverse experience at the University, try to make friends with lots of different people. Talk to UK students, students from your home country, other international students, and people from outside the University. You will meet online and in person if possible international students during Welcome Week, where you will also find out about Guild Guild societies you can join. If you are nervous, then remember that many other new students will be too. Be brave and speak first! Get involved in activities in the city too - look out on social media, in local newspapers, shops and café notice boards for groups and events that you may be interested in. Find local social media groups for your hobbies and interests.
International Advice and Guidance
Student Services Centre
University of Liverpool
Alsop Building
Brownlow Hill
Liverpool L3 5TX

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