



The University of
Nottingham

UNITED KINGDOM • CHINA • MALAYSIA

Preparing for Nottingham

New international and EU students in 2017

www.nottingham.ac.uk/go/international-applicants



Contents

- 3 Congratulations on your offer!
- 4 Your offer of study
- 5 English language preparation
- 6 Accommodation
- 7 Fees, funding and healthcare
- 8 Visas and immigration
- 10 Arrival and registration
- 11 Contacts and resources



Highfields Park, at University Park Campus, is a great place for selfies

Congratulations on your offer!

We are delighted that you have an offer to study with us at The University of Nottingham in 2017.

We look forward to welcoming you to our award-winning campuses and our diverse community of students from around the world.



Student life at Nottingham

Our award-winning campuses offer a variety of attractions. Explore them in our virtual open day:

www.nottingham.ac.uk/virtualnottingham

Nottingham is The Times and Sunday Times Good University Guide's University of the Year for Graduate Employment. We provide an excellent range of careers support and opportunities:

www.nottingham.ac.uk/go/helpyourcareer

Nottingham is an exciting and affordable city for students with plenty to explore. Watch Nottingham City Council's welcome video for students:

www.nottingham.ac.uk/nottinghamlife

International student life at Nottingham includes many opportunities to enhance your university experience: www.nottingham.ac.uk/go/internationalstudentlife

Nottingham Students' Union offers support, advice and over 200 student-run societies, including many national and cultural societies:

www.su.nottingham.ac.uk

We have a great range of sports facilities, including a new £40 million sports complex, and over 70 student sports clubs:

www.nottingham.ac.uk/sport

Our Chaplaincy and Faith Support provides support and facilities for students of all beliefs, and links with local religious communities:

www.nottingham.ac.uk/chaplaincy

Read our International Student Life blog for stories and advice from our international students:

blogs.nottingham.ac.uk/internationalstudentlife

Find out more...10 things you need to know about studying at Nottingham:

www.nottingham.ac.uk/go/10things

Your next steps

Here are some of the preparations you may need to make. You can use this as a checklist to help you plan your preparations, but not all students will need to complete all of these.

- **Accept your offer**
(see page 4)
- **Plan your funding arrangements**
(see page 7)
- **Apply for accommodation**
(see page 6)
- **Apply for a preessional English course**
if you will need one (see page 5)
- **Provide English language test results**
(see page 5)
- **Provide evidence of your academic results**
(see page 4)
- **Apply for our Welcome Programme**
(see page 10)
- **Apply for ATAS approval**
if this is required for your course (see page 8)
- **Pay a tuition fee deposit** for postgraduate taught masters courses (see page 9)
- **Apply for your visa**
(see page 8)
- **Make your travel arrangements**
(see page 10)
- **Complete online registration**
(see page 10)
- **Arrive and complete registration**
(see page 10)
- **Share photos from your #journeytoUoN**
(see page 11)

Your offer of study

Accepting your offer

Accepting your offer from Nottingham confirms that you want to study with us. This will allow you to make preparations such as applying for accommodation and a student visa.

You don't need to wait for your results – you can accept a conditional or unconditional offer and we recommend responding as early as possible.

Foundation applicants: If you have applied through The University of Nottingham International College, please refer to the College for guidance. If you have applied through UCAS for our Science Foundation Certificate (UCAS code CFGZ), see the undergraduate instructions below.

Undergraduate applicants: Respond to your offer(s) through UCAS before the deadline they have provided. You can select one university as your firm choice and one as an insurance choice. Make sure you don't miss the deadline or all your offers will automatically be declined.

Postgraduate applicants: Respond to your offer through our online application system:
www.nottingham.ac.uk/pgstudy/apply

If you have an MSc or MBA offer from our Business School, you must pay a reservation fee when accepting your offer. Please refer to the payment instructions and deadline provided with your offer from the Business School.

Your academic results

If you have academic conditions on your offer, you must provide us with evidence of your academic results as soon as they are available. We will receive A level results and some International Baccalaureate results directly through UCAS.

We can accept original or certified copies of your academic certificates and transcripts, but you must submit the original copies when applying for a Tier 4 student visa, so we recommend you provide us with certified copies instead. These can be certified by the institution issuing the qualification, a public notary, members of our staff, and some of our overseas representatives.

If you have an offer for an undergraduate course and your exam results are lower or higher than you expected, you may be able to receive a different offer through Clearing or Adjustment during July and August. Our Clearing and Adjustment places will fill up quickly so you should contact us as soon as possible after receiving your results.

Find out more: www.nottingham.ac.uk/clearing

Term dates in 2017/18

Autumn: 25 September – 15 December 2017

Spring: 15 January 2018 – 23 March 2018

Summer: 23 April 2018 – 22 June 2018



English language preparation

Meeting your English conditions

Degree courses:

We accept a range of English language tests and qualifications including IELTS, TOEFL iBT, Pearson Test of English (PTE), GCSE or A Level English, and school or university qualifications from selected English-speaking countries or institutions. You can also take a preessional English course at Nottingham.

For full details of our English requirements policy and qualifications we accept, see our website:

www.nottingham.ac.uk/go/englishlanguage requirements

Foundation courses:

Due to the UK's immigration regulations, students entering our foundation courses who will require a Tier 4 student visa must provide a secure English language test (SELT) certificate recognised by the UK's Home Office. For students applying for their visa outside the UK this will mean an IELTS for UK Visas and Immigration (UKVI) test taken at an IELTS SELT Consortium test centre.

For full details of the visa regulations including a list of IELTS SELT Consortium test centres, see the UK government website:

www.gov.uk/tier-4-general-visa

Develop your English skills

Our Centre for English Language Education (CELE), based at Jubilee Campus, is accredited by the British Council for the teaching of English.

CELE offers a range of preessional English courses and English language support:

www.nottingham.ac.uk/cele

Accredited by the



for the teaching
of English in the UK

Preessional English courses

CELE's Preessional English for Academic Purposes (PEAP) courses can help you meet your English language conditions, develop your English ability and prepare you for academic study in the UK before you start your academic course.

Courses available for 2017 entry include:

- **10- and 20-week courses** (beginning 10 April)
Application deadline: **6 March 2017**
- **10-week courses** (13 July – 22 September)
Application deadline: **8 June 2017**
- **8-week course for postgraduate Law students** (27 July – 22 September)
Application deadline: **22 June 2017**
- **5-week courses** (17 August – 22 September)
Application deadline: **13 July 2017**
- **4-week course for unconditional offer holders** (29 August – 22 September)
Application deadline: **24 July 2017**

For full details of our preessional English courses including entry levels, course fees and how to apply see: www.nottingham.ac.uk/cele

CELE also offers English language support while you study your academic programme:

www.nottingham.ac.uk/cele/in sessional

Due to immigration regulations, students entering preessional English courses must usually provide a secure English language test (SELT), such as an IELTS for UK Visas and Immigration (UKVI) test taken at an IELTS SELT Consortium test centre.

Exceptions may apply for students who receive a joint CAS for their preessional English course and academic course:

www.nottingham.ac.uk/cele/joint-cas

For full details of the visa regulations including a list of IELTS SELT Consortium test centres, see the UK government website:

www.gov.uk/tier-4-general-visa/knowledge-of-english

Accommodation

University accommodation

We can guarantee you a place in University accommodation for the first year of your course – or for up to three years for international students from outside the EU entering undergraduate programmes.

To be eligible for this guarantee you must:

- firmly accept your course offer at Nottingham
- apply for accommodation before the accommodation guarantee deadline (1 August for postgraduate students or 25 August for undergraduate students)
- accept your accommodation offer by the deadline stated in the accommodation offer

A range of University accommodation (managed by the University or by approved external providers) is available at or close to all our campus locations. We recommend that you apply for accommodation as early as possible for the best chance of being allocated your preferred options.

University accommodation contracts are usually for 31 or 44 weeks for undergraduates and 51 weeks for postgraduates. Fees will vary depending on your contract length and the type of accommodation, typically ranging from £100 to £200 per week.

We advise that you do not pay accommodation fees – other than any security deposit which may be required – before you obtain your student visa as these payments cannot be reflected in the CAS document we issue for your visa application.

For full details, including our accommodation video, accommodation map, guarantee details, fees, deadlines, and how to apply, see:

www.nottingham.ac.uk/accommodation

Private sector accommodation

Accommodation from private providers and landlords is available close to all campus locations. Under the UK's tenancy regulations, landlords may require copies of your course offer and your immigration documents as evidence of your right to rent a property in the UK.

We advise that, wherever possible, you view any accommodation before signing a contract. You should also make sure you understand the terms of your tenancy agreement. If you are unable to attend university this year, you must inform your landlord or accommodation provider, or you may still be charged for the tenancy.

Private accommodation often does not include insurance for your personal belongings, so you may wish to consider insuring your possessions.

Guidance on renting accommodation is available on our website and the Students' Union website:

www.nottingham.ac.uk/accommodation/privatesector

www.su.nottingham.ac.uk/advice/housing-advice

Students with families

We are happy to offer support to international students with children, including guidance on accommodation options, visas, childcare and schooling.

We also offer nursery facilities, English language classes for students' partners, and some family accommodation options on our campuses (spaces are limited).

Find out more: www.nottingham.ac.uk/internationalstudents/families

Fees, funding and healthcare

Funding your studies

We offer a range of scholarships for international students. For scholarship details and application deadlines see: www.nottingham.ac.uk/go/international-scholarships

If you are awarded one of our scholarships, this will be included in the CAS document we provide for your Tier 4 student visa application.

If your studies will be funded by a sponsor, please provide a copy of your official sponsorship letter to us on: sponsorship-assistant@nottingham.ac.uk

We will invoice your sponsor for tuition fees after you have completed registration. Please note that we can only accept sponsorship letters from recognised sponsors (such as a government, international business, charity or trust) and not from friends or family members.

You must also include your sponsor letter when applying for your Tier 4 student visa.

We can certify Federal Student Aid applications for students from the USA. Our School Code is: **G08920**. Find out how to apply: www.nottingham.ac.uk/go/federal-aid

Nottingham is one of the UK's most affordable cities for students. Find out more about living costs and finance: www.nottingham.ac.uk/go/international-finance

Working in the UK

Under UK immigration regulations, full-time international students on Tier 4 student visas studying a course at degree level are allowed to work up to 20 hours per week during term-time and full-time during their vacation periods.

If you are studying a course below UK degree level, such as a foundation course or an English Language course at CELE, you are only allowed to work 10 hours per week.

There are several visa options for students wishing to pursue a career or start a business in the UK after graduating from a degree course.

Find out more about working in the UK during or after your studies: www.nottingham.ac.uk/go/workingintheuk

Paying deposits and tuition fees

Tuition fees and deposits can be paid by credit or debit card, cheque or bank transfer. Please check the instructions on our website before making a payment: www.nottingham.ac.uk/paying

See page 9 for information about tuition fee deposits required for some courses.

Self-funding students may pay their fees in instalments during their course, with each year's fees split into three instalments. Receipts are not produced automatically but if you require a receipt for a tuition fee payment you can request one using the online form at: www.nottingham.ac.uk/student-services/officialdocuments

The CAS document we issue for your visa application will include any deposit or tuition fee payments received so you will not need to request receipts for these. We recommend making no more than one tuition fee or deposit payment before you receive your Tier 4 student visa as we may be unable to include additional fee payments received after your CAS has been issued.

Healthcare

International students attending courses of six months or more can receive healthcare under the UK's National Health Service (NHS). Students with an EU or EEA nationality can register for the NHS with no charge. For international students (and their dependants) who require a Tier 4 student visa, there is an 'immigration health surcharge' of £150 per person per year, which is paid when making your visa application.

This charge is mandatory but there is no charge for most forms of NHS treatment. Small NHS charges apply for drug prescriptions and dental treatment. Eye care such as sight tests and spectacles are usually not covered on the NHS.

Find out more: www.nottingham.ac.uk/internationalstudents/health

The University of Nottingham Health Service (UNHS) provides NHS services at the Cripps Health Centre on University Park Campus: www.unhs.co.uk

Visas and immigration

Applying for your visa

You can apply for a Tier 4 student visa no more than three months before the start date of your course. The fee for an overseas visa application costs the equivalent of £335. If you are also applying for dependants' visa, you must pay an extra £335 for each dependant.

To check how much the visa application fee will be in your local currency see: www.gov.uk/visa-fees

When applying for your visa, you must also pay an immigration health surcharge to register with the UK's National Health Service. See page 7 for further information.

To apply for a Tier 4 student visa you will need a Confirmation of Acceptance for Studies (CAS) which is a digital document issued by the institution where you will study.

The University of Nottingham will prepare a CAS for you (not more than four months before your course start date) once you have:

- received an unconditional offer which you have firmly accepted
- paid any necessary deposit for your course (for postgraduate taught masters courses and some foundation courses – see page 9)

We will provide CAS details to you by email. You must check the CAS information carefully to verify that everything is correct.

You must also provide valid financial evidence meeting the Tier 4 visa requirements. See page 6 for guidance on financial evidence.

You will submit your visa application online and book an appointment to submit the required documents (including biometric information such as fingerprints) in person at a visa application centre. You may also be required to take a short interview as part of the visa application process.

Some applicants who study engineering, mathematics or science based subjects may need to apply for Academic Technology Approval Scheme (ATAS) clearance. If this applies to you, this will be confirmed directly to you by our Admissions Office and will be stated in your CAS.

Further guidance

For a short step-by-step guide to the Tier 4 student visa application process see: www.nottingham.ac.uk/go/7steps

We also have a video guide to applying for your Tier 4 student visa:

www.nottingham.ac.uk/go/student-visa

Students taking a preessional English course at Nottingham before a postgraduate taught masters course may be eligible for a joint CAS covering both courses:

www.nottingham.ac.uk/cele/joint-cas

Before making your visa application we advise that you refer to the detailed visa and immigration guidance on The University of Nottingham website and the UK government's website:

www.nottingham.ac.uk/go/student-visa

www.gov.uk/tier-4-general-visa

Applicants in some countries may also need to take a tuberculosis test. For information see:

www.gov.uk/tb-test-visa

If you have any further questions after referring to this information please contact the Visa and Immigration team on:
immigration-support@nottingham.ac.uk

Important deadlines

These are the deadlines for courses commencing on **Monday 25 September 2017**:

If you will apply for your visa overseas, you must meet all conditions and CAS requirements (including payment of the deposit if required) by **Friday 8 September 2017**.

The latest date we can issue a CAS for students who will apply for their visa overseas is on **Wednesday 20 September 2017**.

The final registration deadline is at **5pm on Monday 16 October 2017**.

For further information about late arrival and registration, see page 10.

Tuition fee deposits

All international (non-EU) students entering a one-year postgraduate taught masters degree course who require a Tier 4 student visa must pay a tuition fee deposit of £2,000 before a Confirmation of Acceptance for Studies (CAS) can be issued. A CAS is an essential document for your Tier 4 visa application.

Students entering some foundation courses may also be required to pay a deposit. Please refer to the information provided with your offer.

We do not require a deposit for undergraduate courses or research-based postgraduate courses.

In most cases you must pay your deposit when you have firmly accepted an unconditional offer. If your offer is conditional you must meet all offer conditions and receive an unconditional offer before paying the deposit.

The tuition fee deposit is an advance payment of tuition fees and will be deducted from the fees charged to you after you register.

If you wish to defer your offer to 2018 you will be required to pay a deposit (for either a conditional or an unconditional offer).

The tuition fee deposit will be waived for students receiving a full tuition fee scholarship from The University of Nottingham, and for students whose tuition fees are funded by a recognised sponsor.

Before you pay the deposit please read our frequently asked questions which include details of our deposit waiver policy, refund policy, and when to pay your deposit:

www.nottingham.ac.uk/finance/depositsfaq

Business School MSc and MBA courses

Please note that different deposit policies and systems apply for the MBA and MSc programmes offered by Nottingham University Business School, and you must pay a reservation fee when accepting your offer for these courses.

Please refer to the reservation fee payment instructions provided with your offer from the Business School and pay your reservation fee within the specified deadline to accept your offer and reserve your place on the course.

Financial evidence for your visa

Valid financial evidence is vital for your visa application. Incorrect or inadequate financial evidence is the most common reason for a visa refusal so please make sure you understand what is required before you apply.

Your financial evidence must show that you have:

- funding to cover the tuition fees for the first year of your course (unless you have already paid these and the payment is shown in your CAS)

PLUS

- funding for living expenses for at least the first nine months of your course

The required funding for living expenses for a single student is £1,015 per month, so the minimum funding required for a course of nine months or longer is £9,135 in addition to the tuition fees for the first year of your course. If your spouse, partner or family will accompany you as dependants, you will require additional living expenses of £680 per dependant per month.

There are several different ways of showing the financial evidence required in support of your visa application, including bank statements and official sponsorship letters. It is important that you check that your financial evidence meets the requirements or your visa may not be granted.

For self-funding students the funds must be in an acceptable bank account for at least 28 consecutive days prior to your application. The account cannot dip below the required amount during this period, even for one day. We recommend that you keep this amount in your account until you have received your visa in case you need to resubmit your visa application.

Please refer to the full guidance on financial evidence on The University of Nottingham website and the UK government's website:

www.nottingham.ac.uk/go/visaapplication

www.gov.uk/tier-4-general-visa

For tips on making a successful application and avoiding a refusal, see: www.nottingham.ac.uk/internationalstudents/visa-refusals

If your visa is refused please contact us on: immigration-support@nottingham.ac.uk

Arrival and registration



Travelling to Nottingham

Nottingham has excellent train and bus links with major cities and airport locations including London, Birmingham and Manchester. The closest airport is East Midlands Airport which has direct flights from European destinations.

For further information on your transport options, see our travel information leaflet (pdf): www.nottingham.ac.uk/internationalstudents/travellingtonottingham

On arrival in Nottingham, our campuses are easily accessible by taxi, local bus services, and tram connections running from Nottingham train station to University Park Campus and the Queen's Medical Centre.

Please check our campus maps and travel information before travelling so that you can plan your journey in advance:

www.nottingham.ac.uk/maps

Our Welcome Programme

We will host a free Welcome Programme for new international (non-EU) students on Thursday 21 and Friday 22 September, before the start of the academic term on 25 September.

The Welcome Programme includes free on-campus accommodation and opportunities to meet other students, explore the University and complete some essential processes such as University registration, opening a bank account and registering with the National Health Service.

Apply online from July: www.nottingham.ac.uk/internationalstudents/welcome

Registration

To register as a student you must complete online registration (which you can do from three weeks before your course start date) and complete your registration in person. Registration events will take place during the Welcome Programme and Induction Week (from 25 September 2017).

You will receive registration instructions by email in September. Find out more:

www.nottingham.ac.uk/registration

Late arrival

We advise you to meet all of your offer conditions and make your visa application as early as you can, to ensure that you arrive in time for your course start date. We understand that delays, such as visa processing, can sometimes cause international students to arrive later. If you miss our registration events you can complete registration in one of our Student Services Centres.

The **final deadline** for late arrival and registration will be **three weeks** after the start date of your degree course. For courses commencing on Monday 25 September, this will be at 5pm on **Monday 16 October 2017**.

This deadline will be noted in your CAS and it cannot be extended, so you must not travel to the UK after this time. You may be refused entry at UK border controls if you travel after the deadline.

Find out more about late arrival:

www.nottingham.ac.uk/go/late-arrival

Contacts and resources

Get in touch

If you have any further questions after reading this guide, please contact our regional team for your country:

Africa and the Middle East:

africa-team@nottingham.ac.uk

North and South America:

americas-team@nottingham.ac.uk

Asia:

asia-team@nottingham.ac.uk

Europe and the CIS:

europe-team@nottingham.ac.uk

You can also contact us by telephone on:

+44 (0)115 951 5247

For other International Office contact details see:

www.nottingham.ac.uk/internationaloffice/contact-us

For details of our overseas representatives see:

www.nottingham.ac.uk/go/overseas-representatives

Useful resources

Our undergraduate applicants' area:

www.nottingham.ac.uk/ugapplicants

Our undergraduate admissions guide:

www.nottingham.ac.uk/go/UGadmissionsguide

Our postgraduate applicants' area (including postgraduate admissions guides):

www.nottingham.ac.uk/pgapplicants

Our new starters webpages:

www.nottingham.ac.uk/newstarters

The UK Council for International Student Affairs:

www.ukcisa.org.uk

Education UK (the British Council):

www.educationuk.org

Prepare for Success:

www.prepareforsuccess.org.uk

Connect with us on social media

Connect with our International Office:



[UoNInternationalOffice](#)



[@UoNIntOffice](#)

For all of the University's social media channels, including Weibo and WeChat, see:

www.nottingham.ac.uk/connect

International students share their stories and advice on our International Student Life blog:

blogs.nottingham.ac.uk/internationalstudentlife

International 2017 Facebook group

We have a dedicated Facebook group for international and EU students preparing to study with us in 2017, where you can connect with new students around the world: www.facebook.com/groups/UoNinternational2017

Your #journeytoUoN

We'd love to see photos of your preparations for study, your travel and arrival at our campuses.

Share your photos on Twitter, Instagram or in our Facebook group with the hashtag [#journeytoUoN](#)

About this guide

The University of Nottingham has made every effort to ensure that the information in this brochure was accurate when published (February 2017). Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive. You should check the University's website for any updates before you decide to accept a place on a course:

www.nottingham.ac.uk

© The University of Nottingham 2017.
All rights reserved.

This publication is available in alternative formats:
t: +44 (0)115 951 4591



The University of
Nottingham

UNITED KINGDOM • CHINA • MALAYSIA

For international enquiries, please contact our regional team for your country:
www.nottingham.ac.uk/go/yourcountry

International Office

t: +44 (0)115 951 5247

w: www.nottingham.ac.uk/go/international-applicants

