Now You’ve Arrived
A Checklist for your First Few Days
In this booklet you will find a checklist of the things you need to do in your first few days.
Welcome to the University and to the city of Liverpool. I hope that you have had a pleasant journey and are ready to embark on this new and exciting phase of your life.

The University is committed to providing as much support as possible to help international students to settle in: offering advice and guidance about the University’s facilities, registering for your course, sorting out accommodation, finding part-time work, making new friends and much more.

Over the next few pages, we have provided you with a checklist of things that you should do now that you have arrived in the UK and a guide to International Advice and Guidance’s orientation programme: Hello International! 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 vibrant international student body and wish you well in your studies.

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

Pay your student fees
Follow the instructions given to you by the Student Fees Office to pay your fees. Visit [www.liverpool.ac.uk/feespayment](http://www.liverpool.ac.uk/feespayment) 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](http://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 [www.liverpool.ac.uk/welcome/essential-information/](http://www.liverpool.ac.uk/welcome/essential-information/)

- **Confirm your arrival**
  Log in to the student portal, Liverpool Life [https://liverpool-life.liv.ac.uk](https://liverpool-life.liv.ac.uk) using a PC on campus, or on your own device provided it is connected to eduroam, the University’s free WiFi service. This process confirms to the University that you have arrived.

Collect your Biometric Residence Permit (BRP)
You will need to collect your BRP either from the GFLEX in the Central Teaching Hub, or from a local Post Office. Your visa confirmation letter should tell you which location you need to collect your BRP from. If you are required to collect your BRP from the GFLEX you will receive an email inviting you to make an appointment for this. Please see Your Registration ([www.liverpool.ac.uk/welcome/essential-information/](http://www.liverpool.ac.uk/welcome/essential-information/)) for more information.

International Advice and Guidance (IAG)
Our aim is to enhance your experience as a student during your time at the University. We run a drop-in service every weekday to offer you specialist advice and support as well as offering assistance by email and appointments. We advise on a range of issues including visas, working during and after studies, personal issues and British culture. If you have any questions please get in contact with us.

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**T**: +44 (0)151 794 5863  
**E**: iagteam@liverpool.ac.uk  
[www.liverpool.ac.uk/studentsupport/international](http://www.liverpool.ac.uk/studentsupport/international)  
**Twitter**: /LivUniSWAG  
**Instagram**: /livuniswag

**Your first steps...**

**Contact home**
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 meet other new students and find out more about your new home. You should have a Hello International! programme in your orientation pack.
Present your passport and visa/BRP

All students must present their passport and visa (if you have applied inside the UK to extend your visa but your application is still being processed, you must show evidence of this: a print-out of the checklist page of your online visa application). You must do so at your appointment at the GFLEX, Central Teaching Hub. You will receive instructions on how to make this appointment via e-mail. Please see Your Registration (www.liverpool.ac.uk/welcome/essential-information) for more information.

Present your original certificates

Most international students will be required to present their original academic qualification certificates. You must do so at your appointment at the GFLEX, Central Teaching Hub. You will receive instructions on how to make this appointment via email. Please see Your Registration (www.liverpool.ac.uk/welcome/essential-information) for more information.

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 five banks on campus:

- Barclays Bank – Brownlow Hill
- HSBC – 7 Oxford Street
- Lloyds TSB – 124 Mount Pleasant
- NatWest – 1-5 Oxford Street
- Santander – Block 1, Peach Street, Brownlow Hill

Speak to bank staff at the Guild Welcome Fair or visit the banks directly and ask them for information on bank accounts for international students. Once you have looked through this information you can then choose which is best for you. 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

Please check with your chosen bank to find out what documents you need to provide to open an account.

Copy your visa and passport

Make a note of when your visa expires. Set yourself a reminder two 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 also every time you move address and every time you are granted a new visa.

Police will be available in the Liverpool Guild of Students during the period 18 September - 27 October for students who need to register for the first time. 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.

Students who already have a Police Registration Certificate and need to update their address or other details cannot do this on campus and must instead go to Wavertree Police Station. You must book an appointment in advance. To register and book an appointment visit www.merseyside.police.uk/about-us/our-services/overseas-visitor-registration

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

IAG has a range of presentations and get-togethers to help your spouse and children have a fulfilling experience in the UK.

If you want to register your details with us so we can contact you about these special family events then please E: IAGTeam@liverpool.ac.uk and let us know your name and student ID number.
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, all you need is 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 or 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 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 IAG 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

If you are in University accommodation, check whether the contents insurance included is sufficient for your needs. If you are in private accommodation you should buy insurance for your possessions, especially if you have any expensive equipment that could be lost or stolen.

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 your Creating Confidence safety booklet to remind yourself to keep you and your belongings safe. This booklet is available in your orientation pack, you can collect one from the IAG office or you can access online https://study-uk.britishcouncil.org/planning/pre-departure-briefings
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, plus four months. If there are any errors, contact IAG immediately for advice.

- 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.

- 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 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.

- If you change course and need to extend your visa you may need to make a new visa application outside the UK. This includes if you transfer from a 3 year undergraduate degree to a 4 year degree with a year in industry.

- 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.

- Do not claim any UK welfare benefits.

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 international students during Welcome Week, where you will also find out about clubs and 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.