

## Pre-Arrival Guide

“If you are preparing to study at one of Kaplan’s International Colleges in the UK, this guide is for you. Please read each section carefully. If your arrival is well planned, you will have the best possible start to your studies.

“Your first important decision is when to arrive at the College. You should arrive in time for the compulsory induction and registration programme – dates are in your welcome letter.

“If you have any questions after reading this guide, please contact us. We look forward to meeting you.”

*Janine Crichlow, Head of Admissions*



### 1. Before you leave

#### Student visa

Most international students need to apply for a student visa (officially called ‘entry clearance’) before coming to study in the UK. Check this with your local British Mission (Embassy, High Commission or Consulate) before making travel arrangements. You can find your nearest British Mission on this website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)



Apply for your student visa once you receive your Certificate of Enrolment. Check with your local British Mission for current visa processing times and local procedures as these can vary.

#### Please note:

- If you travel without entry clearance, you will not be allowed to enter the UK but will have to return home to apply for it
- It is illegal to enter the UK on a visitor visa if you plan to study full time

#### What documents do I need for my student visa?

To apply, complete the visa application form (VAF 9 – Points Based System form) available from education consultants, the local British Mission or the UK visas website: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

#### Include these other documents:

- Certificate of Enrolment
- Valid passport
- Two recent passport photographs
- Entry clearance fee (payable in £)
- Evidence of funding to cover tuition fees and living costs (letter from sponsor, bank statements or scholarship award)
- Academic certificates or transcripts
- Any other relevant supporting documents

You may also be asked to provide proof of your address in the UK.

#### What should I do if my student visa is refused?

If your student visa application is refused, please contact a member of the Application and Admissions Team:

**Telephone:** +44 (0) 20 7811 3050  
**Fax:** +44 (0) 20 7881 0710  
**Email:** [kicinfo@kaplan.com](mailto:kicinfo@kaplan.com)

We will look at a copy of the refusal notice to see whether we can help you to re-apply for the current or a future intake.

Keep your visa refusal letter safe in case you need to have your initial deposit refunded.

#### How much money should I bring?

International students cannot open a UK bank account before arriving. However, your home bank may have links to a UK bank which would make money transfers to the UK and opening a bank account much easier.

You will need to bring some cash with you for your first few days in the UK for immediate expenses. We recommend approximately £200 to £500 in cash and £300 in travellers’ cheques. The first payment you will need to make is for your accommodation – this can usually be paid by cash, credit card or bank draft.

There is no limit on funds that can be brought into the UK, but you may be limited by exchange control requirements in your home country. We recommend you limit the amount of cash you bring into the UK (for security reasons) and avoid carrying cash and personal documents in the same bag (eg passport, travellers’ cheques, etc). Keep a note of your travellers’ cheque serial numbers separately from your luggage.

Please ensure that you have arranged travel insurance before you leave.



### How much should I pack?

The luggage allowance is usually 20-30kg for checked baggage and 10kg for hand luggage. Please check with your airline before you travel.

### Books

You might want to bring textbooks and dictionaries that you use frequently to help you with your studies. However, many books are available second-hand, so do not bring too many.



### Cooking equipment/bedding

It is not necessary to bring cooking equipment or bedding to the UK. These are big, heavy items to carry and are sometimes provided with your accommodation. Alternatively, you can buy them cheaply in the UK.



### Clothes and personal items

You will need warm clothing when you arrive, particularly if you are coming from a hot climate or if your programme starts in January. Make sure you have a jumper or jacket in your hand luggage. There is no dress code at the College, and most students wear jeans. However, it would be useful to bring national costume for special occasions.



### Laptop

You may bring your laptop computer with you or choose to buy one when you arrive in the UK. You should insure the laptop and take special care of it in busy areas (eg the airport).

### Hand luggage

Make sure the following items are included:

- Passport
- Proof of financial support
- A copy of your Certificate of Enrolment
- Accommodation details
- Travellers' cheques and cash
- This guide

Do not put any of these in your hand luggage:

- Sharp objects, including tweezers, nail files, scissors, etc
- Liquids or drinks (except baby milk or prescription drugs with a doctor's certificate)
- Toiletries or cosmetics (unless under 100ml and in one small clear plastic bag)
- Flammable objects

## 2. The journey

Please arrange travel insurance before leaving.

### Passport Control

When you come off the plane, follow the signs to Passport Control. The Immigration Officer will ask you about the purpose of your visit to the UK and will look at these documents:

- Passport
- Proof of financial support
- Copy of Certificate of Enrolment

Answer the Immigration Officer's questions politely and calmly. If you do not understand a question, do not try to guess what the Immigration Officer is asking. Ask him or her to repeat the question.

You may be asked to have a chest x-ray before you continue to collect your luggage. Do not worry if this happens – it is quite normal.

If you experience any problems at Passport Control, please contact the Immigration Advisory Service for free advice on **0844 974 4000**.

## 3. Arriving at the College

### Healthcare

You need to register with a local doctor. The Student Services team will help you with this during the registration and induction programme. All students studying for more than six months have access to free healthcare from Britain's National Health Service (NHS). However, it can be difficult to find an NHS dentist and routine eye care is generally not free on the NHS. You should take out health insurance, or be prepared to pay for private treatment. We strongly recommend a dental and eye check before you come to the UK.

More information is available from: [www.nhs.uk](http://www.nhs.uk) or [www.ukcosa.org.uk](http://www.ukcosa.org.uk)

### Police registration

If you are from one of the following countries, you need to register with the police when you arrive in the UK:

**Afghanistan, Algeria, Argentina, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, PR China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kyrgyzstan, North Korea, Kuwait, Lebanon, Libya, Moldova, Morocco, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, UAE, Ukraine, Uzbekistan, Yemen.**

To register, you will need to go to the local Overseas Visitors Records Office with:

- £34 registration fee
- Your passport
- 2 passport photographs
- Letter of Enrolment from the College

If you change your UK address at a later point, you will need to inform the police within seven days. There is no extra charge for this. The Student Services team will help you with police registration if necessary.

We look forward to seeing you at the College, and to giving you a very warm welcome!