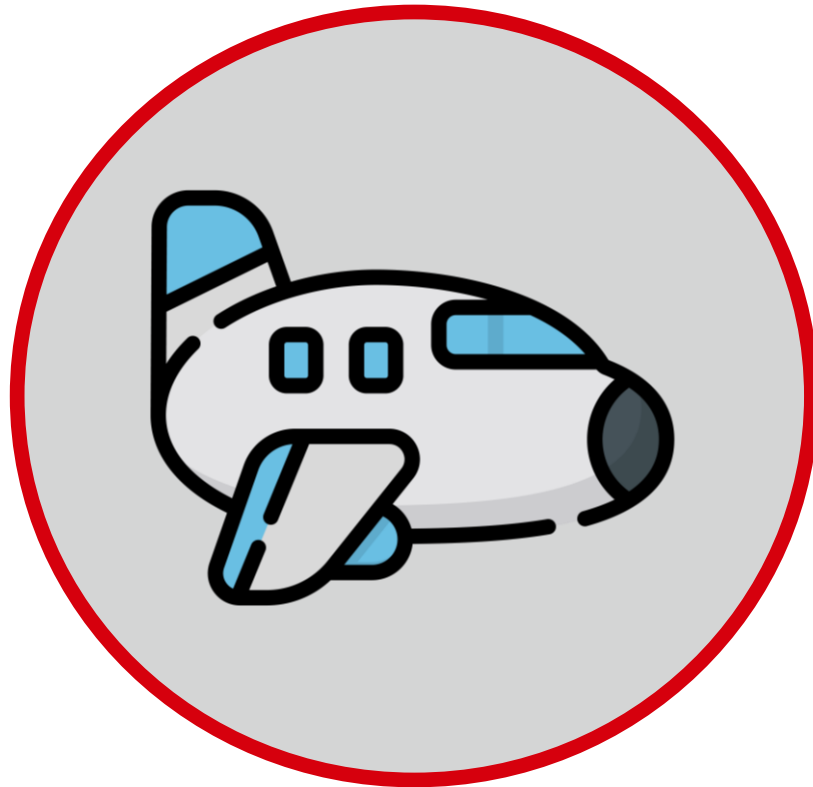


PRE-DEPARTURE BRIEFING



PREPARATION & ARRIVAL



WHAT DO I NEED TO BRING?



- ✓ Passport
- ✓ Driving Licence
- ✓ CAS statement
- ✓ Accommodation confirmation
- ✓ Academic documents (e.g. previous results, IELTS)
- ✓ Electronic and paper copies of documents
- ✓ Passport-sized photos
- ✓ Sterling (safer to carry debit/credit cards than cash, but always good to have some cash on hand)
- ✓ Face covering for public places (optional)

PACK

- ✓ Warm clothes / umbrella
- ✓ Useful gadgets
- ✓ Universal adaptor
- ✓ Things that remind you of home
- ✓ Any prescribed medication (enough to last until you are registered with a doctor)

For more information on medicine restrictions, visit:-

<https://www.gov.uk/hand-luggage-restrictions/essential-medicines-and-medical-equipment>

For information on prescribed medicine containing a controlled drug, visit:- <https://www.gov.uk/travelling-controlled-drugs>

For information on hand luggage restrictions, visit:-

<https://www.gov.uk/hand-luggage-restrictions>

DON'T PACK

X Cutlery

X Restricted entry products based on [UK government regulations](#)

X Blankets and duvets

X Notebooks and stationery

X Too many toiletries

! Be aware- you will need to declare cash of £10,000 or more (or the equivalent in another currency)

HOW TO GET TO QUEEN'S



- There are 2 airports in Belfast:- Belfast International Airport and George Best City Airport.
- The easiest way to travel to your accommodation from either airport is by taxi.
- Belfast International Airport is approx. 40 minutes from the city.
- George Best City Airport is approx. 15 minutes from the city.
- Welcome service at Belfast airports- dates announced in next few weeks!
- Dublin Airport is approx. 90 minutes from Belfast. There are regular bus and coach services from the airport to Belfast City Centre.

Find out more:- <http://go.qub.ac.uk/gettoqueens>

COVID-19 UPDATES AND ADVICE

Travellers coming to Northern Ireland do not need to:

- complete a passenger locator form
- show proof of vaccinations
- take any pre-departure or post arrival tests

If you have symptoms, you should take a lateral flow test.

To order tests online, visit:- <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

For the latest advice on testing and isolating, visit:-
<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-testing-and-isolation-advice>

COVID-19 UPDATES AND ADVICE

- If you have a positive test result, you are advised to stay at home and avoid contact with other people for five days after the day of the test, or from the day symptoms started (whichever was earlier).
- Testing to end isolation is no longer advised.
- You can now get a Covid vaccine at most chemists and GP (doctor) surgeries
- You can get a booster vaccine once you are eligible
- For more information on vaccines and boosters, visit:-
<https://www.nidirect.gov.uk/articles/get-covid-19-vaccination-and-booster-northern-ireland>

「OUR ACCOMMODATION」



ALL INCLUSIVE PACKAGE



- Wired internet connection
- Wi-Fi
- Utilities (heating, hot water and electricity)
- Weekly communal clean in Elms BT9 during core teaching periods, cleaning of public areas only in Elms BT1 and Elms BT2
- Contents insurance provided by Endsleigh Insurance
- Free use of the gym in Elms BT1, including off-peak membership of Queen's sport
- Television licence for communal areas.

ALLOCATION POLICY - INTERNATIONAL STUDENTS

You are guaranteed accommodation with us or student accommodation partner (if we are over subscribed), if you have met the following criteria:

- You are an international student (categorised as ‘overseas’ for fee purposes) on a full-time programme.
- You have accepted your offer (CF or UF through UCAS or Conditional Accept or Unconditional Accept via Direct Entry for non UCAS applicants).
- You submitted online application for accommodation by 30 June 2022.
- You are coming to study at Queen’s for the first time.
- You are unaccompanied.

ALLOCATION POLICY - INTERNATIONAL STUDENTS

Nursing Students – Short Term

- Limited availability and allocated by date of application (first come first served).

Students with a Disability

- For students, who, as a result of their disability, are not able to access public transport or travel to/from the University to their home address on a daily basis and, as a result may prevent them from attending University;
- Applications must be made by 30 June 2022 AND students must have registered with Disability Services;
- All information in relation to disability/medical condition/severe allergies must be noted on the application – late requests cannot always be supported.

KEY CONSIDERATIONS

Room Type offered

- We will try to allocate you a room type based on the preferences on your application form.
- If this is not possible, we will offer another available room. You do not have to accept this offer, but please note that subsequent offers will not be made.

Accepting or declining the offer

- You have 48 hours to accept your accommodation offer- this will be detailed in the offer email.
- If you do not accept your offer within 48 hours, or if you decline it, you will lose your guarantee and the offer of accommodation will be withdrawn.
- If you need accommodation after this, you must make a new application but a new offer is not guaranteed.
- To confirm your acceptance we require a £300.00 deposit.

KEY CONSIDERATIONS

Closing date for guaranteed accommodation

- A guarantee of an offer for accommodation is linked to the accommodation application date.
- Only accommodation applications* received before 30 June 2022 will be guaranteed an offer for accommodation, at Queen's or a students accommodation partner in the event of over demand.
- Applications made after 30 June 2022 will be accepted subject to availability.

(*this excludes International students on a single semester visiting or exchange programme, as set out above).

RESIDENTIAL FEES SUPPORT

Your financial queries solved!

- Our Residential Fees Team are here to help with all of your accommodation-based financial queries.
- Email the team on residentialfees@qub.ac.uk.
- Our website also contains helpful information about the different payment schedules for undergraduates student, and payment methods we can accept.

PLEASE NOTE!

Queen's Accommodation will be going cashless from September 2022.

Visit:- www.qub.ac.uk/accommodation/fees-and-finance/

PAYMENT METHOD OPTIONS

Student Type	Payment Method Options						
	Full Payment	Two Instalments (50% before or at check in & balance by 1st Feb)	One Instalment & 3 Direct Debits	3 Direct Debits	7 Direct Debits	Stipend / Salary Deduction	Payment Plan
International inc. ROI	✓	✓	✓				
GB/NI	✓			✓	✓		
PG	✓	✓	✓	✓	✓	✓	
Short Term (Nursing) / Single Semester	✓						
Sponsorship/Scholarship							✓
Returning students	✓		✓ *	✓*	✓*		

* Only for returning students who have paid accommodation fees previously by direct debit can make payments by this method.

RESIDENTIAL LIFE TEAM

Here to support you during your stay!

Residential Life Coordinators (RLC's)

Wellbeing Support – if you are lonely, homesick, or are struggling to adjust to university life.

Social Support - Social activities & trips to help you make new friends, get to know Northern Ireland, and maximise your experience at Queen's Elms.

Residential Assistants (RA's)

Students like you, who live in Queen's Accommodation.

They run a nightly drop-in service at the Treehouse, where you chat to them over a tea or coffee.

If you would like to talk to the Residential Life Team, please contact the Treehouse Reception!



RESIDENTIAL LIFE TEAM - SOCIAL EVENTS & TRIPS



RECEPTION - OUR STAFF ARE HERE TO HELP

Open 24 hours a day, 365 days a year!

The Reception teams are your first port-of-call for general enquiries and can link you in with any of other teams onsite.

Post and packages are delivered to Reception for you to collect.

- BT9 Phone +44 (0) 28 9097 4525
- BT1 Phone +44 (0) 28 9097 6040
- BT2 Phone +44 (0) 28 9097 6441
- BT9 Email - accommodation@qub.ac.uk
- BT1 Email - accommodationelmsbt1@qub.ac.uk
- BT2 Email - accommodationelmsbt2@qub.ac.uk



OUR DEADLINES - KEY INFO

30 June 2022 was the date by which international applicants had to apply to receive guaranteed accommodation (subject to terms in the Allocation Policy).

Any applications made since then are subject to availability, and late applicants will not be guaranteed accommodation.

Students who have already been accepted onto their course will be receiving offer for accommodation now.

Conditional offer holders will receive offers once they have been confirmed on their course.

Full allocation process begins after A-level results day in the UK - 18 August 2022.

「VISAS & IMMIGRATION」



VISA SUPPORT



- Our dedicated team of immigration advisers provides professional advice in relation to UK study visa and immigration matters including applying for your Student Visa to come to the UK and assisting you with any visa queries throughout your studies.
- Further visa and immigration guidance can be found on our website:-
www.qub.ac.uk/sites/iss/VisasImmigration
- Do you have a visa question?
- Email:- immigration@qub.ac.uk

ACCEPTING YOUR OFFER

UNDERGRADUATE (UG)

- Conditional - Final official transcripts and required documents (e.g. ATAS, English qualification) to upgrade status from Conditional to Unconditional Offer
- Unconditional - Passport, UKVI CAS assessment form, payment proof (if applicable) to be submitted for Confirmation of Acceptance for Studies (CAS)
- * NOTE: Please visit <http://www.qub.ac.uk/as12> to confirm acceptance of UCAS offer for CAS purpose
- INTO - meet Academic and English Language progression requirements (and any other conditions e.g. financial / interview) to upgrade status from Conditional to Unconditional Offer
- Follow instructions provided by the Progression Team (progression@qub.ac.uk) to proceed with your next steps

ACCEPTING YOUR OFFER

POSTGRADUATE (PG)

- Conditional - Final official transcripts and required documents (e.g. ATAS, English qualification) to upgrade status from Conditional to Unconditional Offer
- Unconditional - Deposit / sponsorship letter, passport, UKVI CAS assessment form, payment proof (if applicable) to be submitted for Confirmation of Acceptance for Studies (CAS)

YOUR STUDENT VISA APPLICATION JOURNEY



WHAT IS A CAS STATEMENT?

It is an electronic document which will include your CAS number and important information you will need to fill in your visa application, including the start date of your course in the UK. When you apply for your visa you **MUST** include a Confirmation of Acceptance for Studies (CAS) number.

You will receive your CAS statement by email from the International Admissions Team (cas.info@qub.ac.uk). You will not receive this until you have accepted your Unconditional Offer.

If you notice any errors in your CAS statement – notify International Admissions immediately so they can update your CAS before you apply for your visa.

If you require an ATAS certificate this information will be included in both your offer letter & CAS.

YOUR STUDENT VISA APPLICATION JOURNEY

1. Accept your Unconditional offer

Apply for an ATAS
(if applicable)



2. Receive your Confirmation of Acceptance for Studies (CAS) statement



3. Visit www.gov.uk/find-a-visa-application-centre to check the application process in your country & find up to date information about your local Visa Application Centre (VAC)

4. Prepare the necessary documents

DOCUMENT CHECKLIST

- ✓ Confirmation of Acceptance for Studies (CAS) statement
- ✓ Valid passport
- ✓ Evidence of qualifications listed on your CAS*
- ✓ Official translations of any documents that are not in English
- ✓ ATAS Certificate (if applicable)
- ✓ Tuberculous (TB) Test (if applicable)
- ✓ Under 18 parental consent and birth certificate (if applicable)
- ✓ Evidence that you can meet the UKVI financial requirements*

*Nationals of certain countries can apply under the UKVI 'differentiation arrangements' and therefore do not need to submit evidence of qualifications or finances. However, you must still have the required documents in place as UKVI may carry out checks and request them when considering your application. If you are asked for these documents and cannot provide them, your visa application will be refused. **You can check here if this applies to you:** <https://www.gov.uk/student-visa/money>

UKVI FINANCIAL REQUIREMENT

AMOUNT	
Maintenance Requirement (living costs)	You are required to have maintained £1,023 for each month of your course, up to a maximum of 9 months. Therefore, for a course lasting 9 months or more you will need to show £9,207 (£1,023 x 9 months)
PLUS	
Tuition Fees	Your Unconditional Acceptance letter and your CAS statement will state the tuition fees for the first year of your course. If you pay any or all of your fees before your visa application, notify International Admissions so they can state the amount paid on your CAS statement. You can then deduct the amount of fees paid from the amount you need to show in your financial document.
Example £15,500 - £3,750 = £11,750 + <u>£9,207</u> = £20,957	Tuition fees for the first year Fees already paid to University and shown on CAS statement Maintenance requirement Total amount you need to show in your financial document

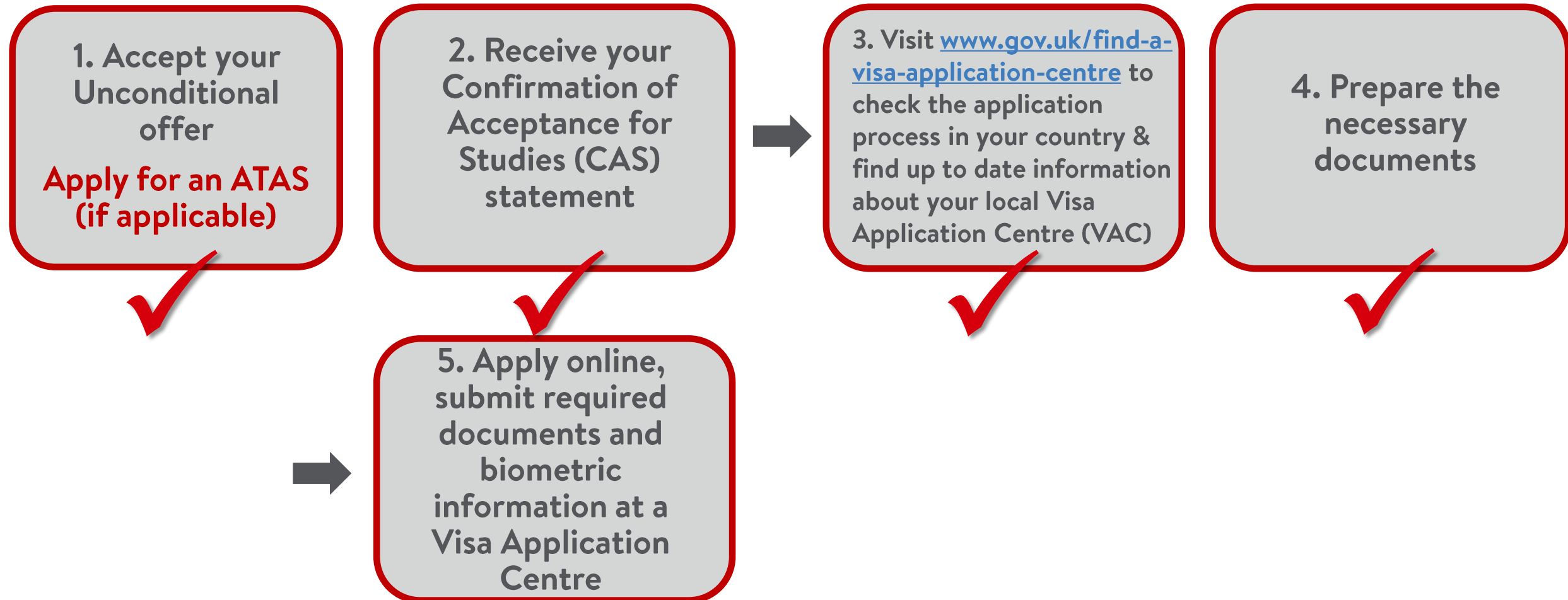
YOUR FINANCIAL DOCUMENTATION

Some examples of documents that can be used to show money available to you:

- ✓ **Personal bank statements or letter from your bank** – your financial document must show that the total amount of money that you need has been held in the account for at least 28 consecutive days up to the date of the closing balance.
- ✓ **Letter from a regulated financial institution confirming a loan** – should confirm that the loan is provided by your national government, their state or regional government, a government sponsored student loan company or is part of an academic or educational loans scheme.
- ✓ **Letter of Official Financial Sponsorship** - You can receive official financial sponsorship from Her Majesty's Government, your home government, the British Council or any international organisation, international company, university or UK independent school.

This is not an exhaustive list. Please read the UKVI Student Financial Guidance to check the requirements in full:- <https://tinyurl.com/bdu88muf>

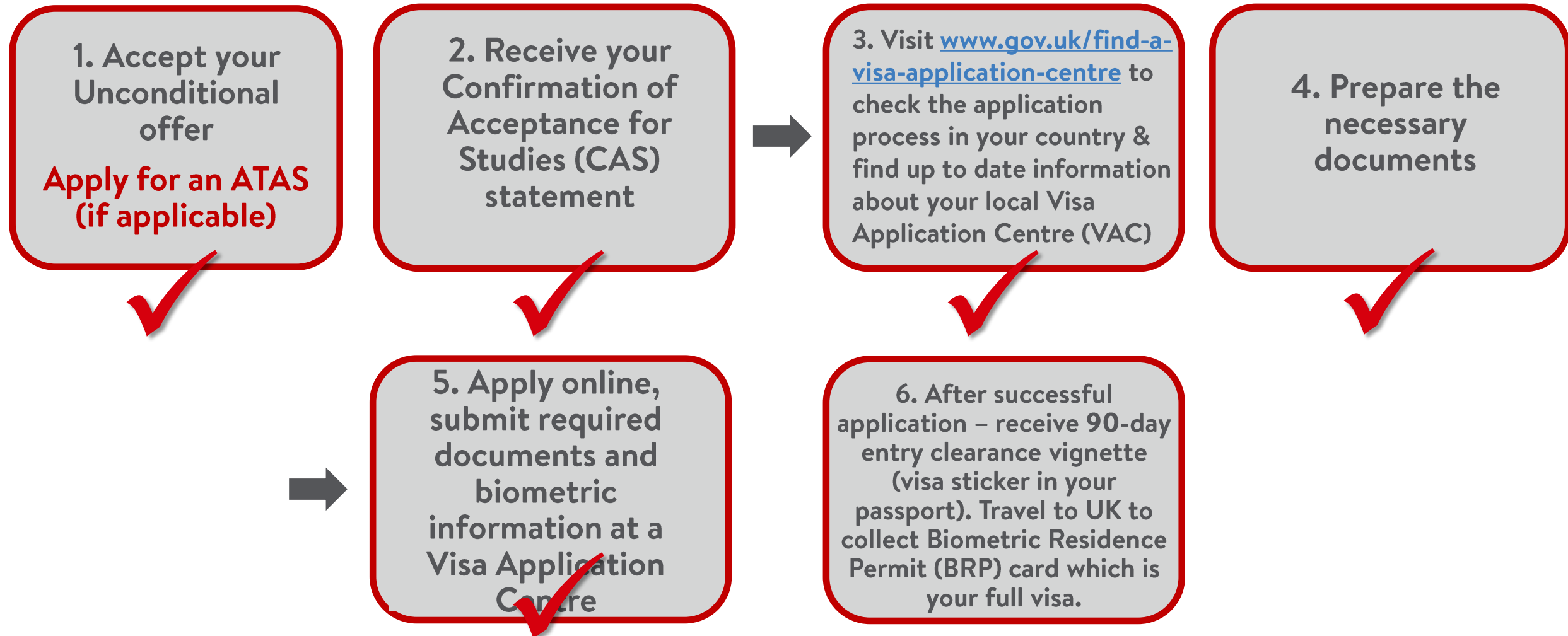
YOUR STUDENT VISA APPLICATION JOURNEY



HOW MUCH DOES IT COST?

What you need to pay	Amount
Student visa application fee	<p>The standard application fee is currently £363 (or equivalent in your local currency) and the UKVI's service standard is up to 3 weeks (from the date of your appointment) to receive the outcome of the application.</p> <p>If you want to get a faster decision, priority services may be available where you are at an additional cost. You can find out more at https://www.gov.uk/find-a-visa-application-centre</p>
Immigration Health Surcharge fee	<p>Currently £470 per year for each year of your visa and £235 for part of a year that is 6 months or less. You can calculate the amount you will be required to pay at the UK government website: www.immigration-health-surcharge.service.gov.uk/checker/Type</p>

YOUR STUDENT VISA APPLICATION JOURNEY



BIOMETRIC RESIDENCE PERMIT (BRP)

You have 2 options for collecting your card:-

1. To collect your BRP from the University, during your online visa application form please choose the 'Alternative location' option and enter the code 2HE572.

Once your BRP card has been received and processed by the ISS Compliance Team we will email you and invite you to book an appointment to come in and collect it in person.

2. To collect your BRP at the Bridge Street, Belfast City Post Office, select 'Sponsor Address Postcode' on the online visa application form and enter BT7 1NN. You will be provided with options and you can select Bridge Street, Belfast City Post Office.

FURTHER SUPPORT



Email our Visa Team:-

immigration@qub.ac.uk

For online Student Visa Guidance:-

Studying at Queen's – Study Visa
Options:-

<http://go.qub.ac.uk/visaoptions>

Apply for your visa from outside the
UK a step by step guide:-

<http://go.qub.ac.uk/visainfo>

Find out more:- www.qub.ac.uk/sites/iss/VisasImmigration

ENROLMENT & REGISTRATION



WELCOME EMAIL

If you have accepted your offer, you should receive your Welcome Email in the week of 29th August.

If you have not accepted your offer, you should do that now.

This email contains student number and password to log into: Queen's University Student Information System (QSIS)

The E&R process has 3 parts:

- I. Online - Personal Details, Enrolment of Modules, Finance
- II. On-site - Matriculation
- III. On-site - Collection of student card

PART 1 ONLINE (BEFORE YOU TRAVEL)



- Register online first via Q SIS Registration Portal.
- Self-servicing portal
- Easy to follow!
- Videos are available to explain the process.

3 stages:

- (i) Personal Information
- (ii) Modules & Finance
- (iii) Matriculation

PART 1 ONLINE (BEFORE YOU TRAVEL)

1. Personal Information

Details are those used when you submitted an application.

Check everything is ok! If not, email Reghelp@qub.ac.uk.

You also need to upload documents including: Passport Biographical Page; Entry Clearance Vignette; Visa Decision Letter, etc.

2. Modules & Finance

Your School may be in contact asking you to indicate module / class preferences in advance. Your module choices should appear automatically. If not, select your choices.

You will see a Tuition Account Summary – if the balance is different to what you expected, contact studentfinance@qub.ac.uk.

PART 1 ONLINE (BEFORE YOU TRAVEL)

3. Matriculation

We need to verify the following:

- Name (passport)**
- Previous institution attended (name and dates attended)**
- Qualifications**

Book an appointment on the final registration page to present your documents in person.

PART 2 ON CAMPUS (AFTER YOU ARRIVE)

Where?

Computer Science Building until 16th Sept / Venue TBC after 16th

What?

- (i) Immigration Documentation including Passport
- (ii) Original documentary evidence of entrance qualifications (except where these are an award issued by Queen's University Belfast or provided directly by UCAS) e.g. Official transcripts, SATs etc.
- (iii) Certified English translation where applicable

Scans or photos will not be accepted in person.

PART 2 ON CAMPUS (AFTER YOU ARRIVE)

COLLECTION OF YOUR CARD

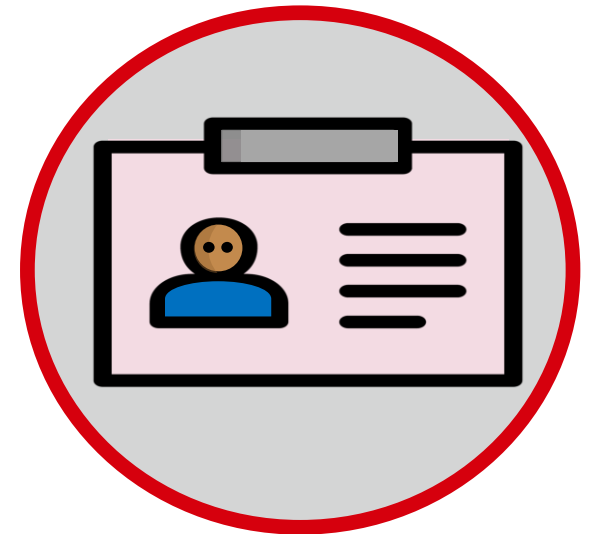
Where?

Computer Science Building until 16th Sept / Venue TBC
after 16th

Matriculate before classes start where possible, a
final deadline is included in your Welcome Email

What?

Just after you have completed part 2, you can proceed to
collect your Student Card – it's official! This gives you
access to the buildings you need access to:- library,
services, etc.



Welcome to Queen's!

ENROLMENT & REGISTRATION (E&R)

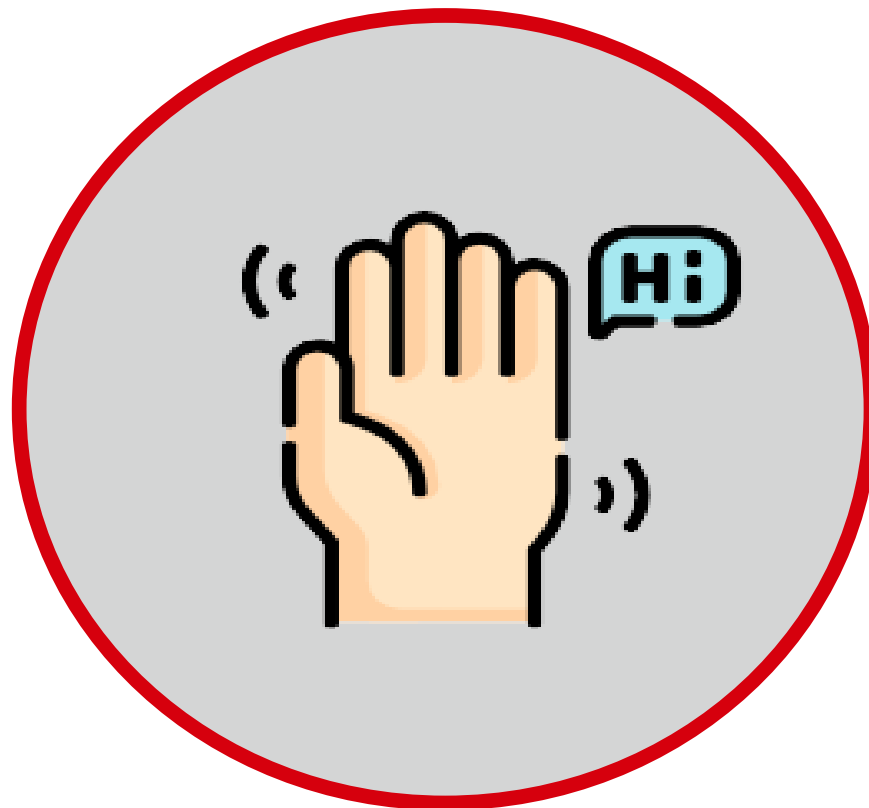
Support:-

- Email - reghelp@qub.ac.uk
- Call - Student Helpline on +44 28 90 97 3223
- FAQ's - <https://www.qub.ac.uk/sites/my-queens/enrolment-and-registration/faqs/>



Find out more:- <http://go.qub.ac.uk/enrol22>

「WELCOME & ORIENTATION」



MY QUEEN'S WEBPAGES

Get ready for campus and keep up to date throughout your studies!

Visit the My Queen's webpages below to find out how to...

- Getting ready for Campus
- Guide to moving to Belfast
- Get support for studying and learning
- Find out about support services
- Keep up to date with events

Visit:- <https://qub.ac.uk/my-queens>

WELCOME TO QUEEN'S

2 elements to the University's Welcome and Orientation Programme:

- University Pre-Semester Engagement Programme
- School Induction/ Welcome

School Induction/ Welcome

Opportunities to meet your School staff and people on your course

Your School will be in touch directly with more details

PRE - SEMESTER ENGAGEMENT PROGRAMME

- A range of events to connect you with our campus and student life!
- You will have the opportunity to:-
 - Make new connections
 - Explore the campus
 - Find out about Belfast
 - Learn how to manage your wellbeing and supports available to help you be a healthy learner

Find out more:- <http://go.qub.ac.uk/welcomeevents>

ONE ELMWOOD- OPENING FOR THE NEW TERM!

NEW STUDENT CENTRE & STUDENTS' UNION (SU)

- Multiple hang out spaces including a rooftop garden and an outdoor terrace
- One handy Union shop
- Full access to Student Union representatives
- Student Support Services, Student Advice and SU CoWorking Hub
- Two quiet rooms and parenting rooms

Visit:- <https://www.qub.ac.uk/sites/Students/one-elmwood/>

FURTHER SUPPORT FOR STUDENTS



REGISTERING FOR HEALTHCARE

UNIVERSITY HEALTH CENTRE at QUEEN'S (UHQC)- 7 UNIVERSITY TERRACE,
BELFAST, BT7 1NP

Highly important to register with a GP/doctor as soon as possible to ensure you can access medical care. It can take up to 6 weeks to get your NHS card.

Documentation required to register:

- Your completed registration form
- Passport
- BRP (or evidence letter from UK Home Office) showing +3 months left on your visa
- Proof of NI address (University letter can be provided)

UHCQ have a dedicated team of doctors and nurses based on campus, delivered independently from the University

Online service- book/ cancel appointments & prescriptions

Find out more:- go.qub.ac.uk/healthcareQUB



Connect With Us

Drop-In

We offer guidance on personal and academic related issues that are impacting on your wellbeing.



Visit us: One Elmwood Student Centre
Monday to Friday, 11am - 3pm



Call us: 07387546123

Contact us online



Complete our online form:
qub.ac.uk/directorates/sgc/wellbeing/ConnectWithUs



Report and Support Student Portal:
reportandsupport.qub.ac.uk

Connect with us

You can contact us directly via telephone or email, and stay up-to-date with what's on via social media.



@qubwellbeing



@qubstudentwellbeing



@qubstudentwellbeing

Attend our events

We run a variety of events to help students protect, maintain and improve their wellbeing. All students can take part in our WOW (Wellbeing on Weekdays) events programme.



Check out the schedule at:
go.qub.ac.uk/WellbeingEvents

Find out more:- go.qub.ac.uk/studentwellbeing

WE ALSO OFFER YOU...

- International Student Support -
<https://www.qub.ac.uk/sites/iss/>
- Disability Service -
<https://www.qub.ac.uk/directorates/sgc/disability/>
- Learning Development Service -
<https://www.qub.ac.uk/directorates/sgc/learning/>
- Careers, Employability and Skills -
<https://www.qub.ac.uk/directorates/sgc/careers/>

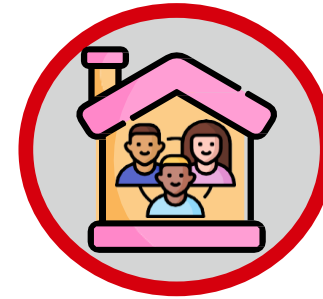
THE GRADUATE SCHOOL



Development programmes,
training, peer support and
more

<https://www.qub.ac.uk/graduate-school/>

ADVICE STUDENTS UNION



Impartial practical advice

<https://qubsu.org/AdviceSU/>

OUR MOBILE APP

Search for "Queen's University Belfast" in Google Play Store and the Apple App Store

Use Student number and Password to log in

App shows you:

- computer (PC) availability
- our campus map
- your timetable
- library services
- your smart card

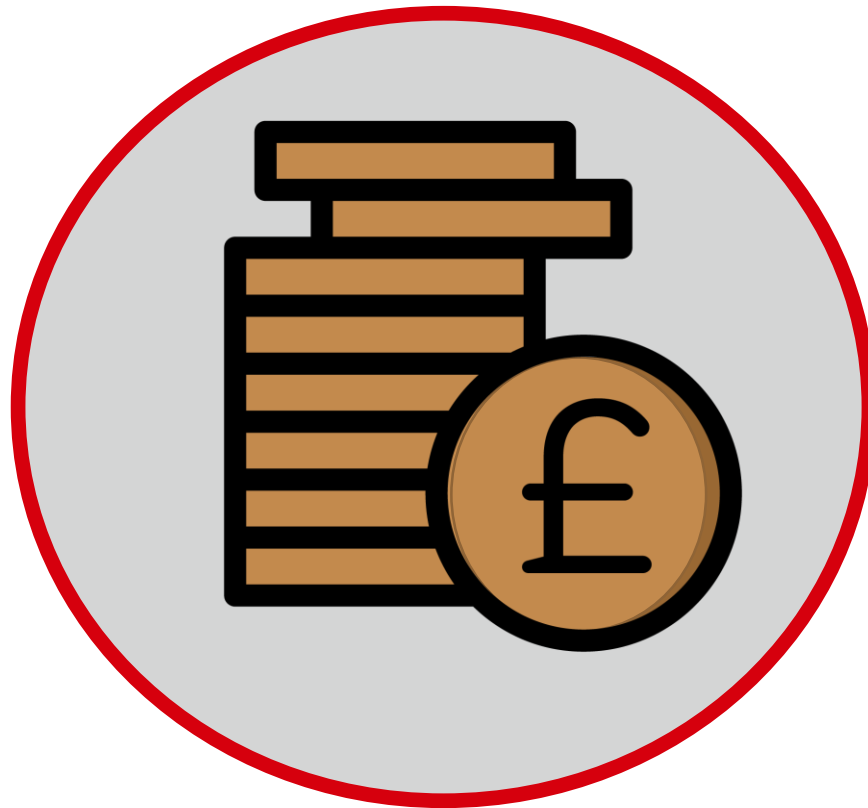
Find out more:- <http://go.qub.ac.uk/qubapp>

1845 - QUEEN'S CHALLENGES YOU.

- Queen's was founded in 1845
- Our challenge:- 18 things to complete in 45 days before term starts
- Activities to help you get ready for life on campus and find out more about Queen's and Belfast
- You can start from Friday 5 August!

Find out more:- <https://qub.ac.uk/my-queens/1845-challenge>

「MONEY MATTERS」



FEES

Fees are paid during the Enrolment and Registration process – there are a number of Financial Registration screens to complete in the E&R portal.

You can pay in full using a debit/credit card or Flywire.

If you wish to pay in instalments you need to sign up for a Direct Debit Payment Plan. You will need a current account with a UK bank.

- 25% paid at Registration (paid in advance of setting up the Direct Debit)
- 25% collected on 1 December 2022
- 25% collected on 31 January 2023
- 25% collected on 31 March 2023

FEEES

Please note that as long as you have paid 25% at Registration in early September you then have until mid October to set up your UK bank account.

Please come back to the Direct Debit section here: - <http://go.qub.ac.uk/payment>, where there will be a link to a secure online form on which you can provide us with your UK bank details.

OPENING A BANK ACCOUNT

Multiple banks around University and City Centre offer different banking options.

Visit our website for banking options and to request a letter to take to your bank to open an account in person whenever you arrive:-

- This letter shows your address and confirms you are a registered student on an eligible course at Queen's University.

You will also need:-

- Your original offer letter sent to you by Queen's to your overseas address (electronic version sent to you by email).
- Your passport.
- A letter showing details of any guaranteed funding for your course or scholarships you may be receiving.

Be aware of different GBP sterling bank notes used in N. Ireland!

Request a letter:- <http://go.qub.ac.uk/confirmationletter>

ACCESS TO MONEY ON ARRIVAL

It is important you arrive financially prepared for the first few weeks.

In normal circumstances it can take some time to get a (physical) bank account set up as you have to register in person.

You can use your own credit or debit cards for the first few weeks to access your money, but other (electronic) options to be considered include:

- Monzo - <https://monzo.com/>
- Revolut – <https://www.revolut.com/cards>
- Apple Pay - <https://www.apple.com/uk/apple-pay/>
- Wise (TransferWise) - <https://wise.com/>

The University does not officially recommend the use of any of these services.

Find out more:- <https://go.qub.ac.uk/banking-options>



**QUEEN'S
UNIVERSITY
BELFAST**

We look forward to seeing you on campus soon!