



QUEEN'S
UNIVERSITY
BELFAST

PRE-DEPARTURE BRIEFING



OUR PROGRAMME

1. Preparation and arrival
2. Our Accommodation
3. Visas & immigration
4. Enrolment & registration
5. Money matters
6. Welcome & Orientation
7. Further support for students
8. Any further questions

Our regional staff and student teams are now live and will be happy to answer any further questions you have in the comments section!



PREPARATION & ARRIVAL





WHAT TO **BRING?**

- ✓ Passport
- ✓ Driving Licence
- ✓ CAS statement
- ✓ Accommodation confirmation
- ✓ Academic documents, original copies (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)

Find out everything
you need to know at



Or through your
Welcome Guide





WHAT TO **PACK**



✓ Warm clothes / umbrella

✓ Useful gadgets

✓ Universal adaptor



✓ Things that remind you of home

✓ Family photos

✓ Favourite books



✓ Any prescribed medication

(Enough to last until you are registered with a doctor. It is illegal to send medicine in the post from outside the UK.)

Scan for more information on:



MEDICINE RESTRICTIONS



PRESCRIBED MEDICINE
containing a controlled drug



HAND LUGGAGE RESTRICTIONS



DON'T PACK

- ✗ Cutlery
- ✗ Restricted entry products based on UK government regulations
- ✗ Blankets and duvets
- ✗ Notebooks and stationery
- ✗ Too many toiletries

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

Restricted and
controlled goods for
merchandise in baggage





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.
- Your Airport Welcome service at Belfast airports.
- Dublin Airport is approx. 90 minutes from Belfast. There are regular bus and coach services from the airport to Belfast City Centre.

Your Airport Welcome
service at Belfast airports
– dates are here



How to get here and
Airport Welcome



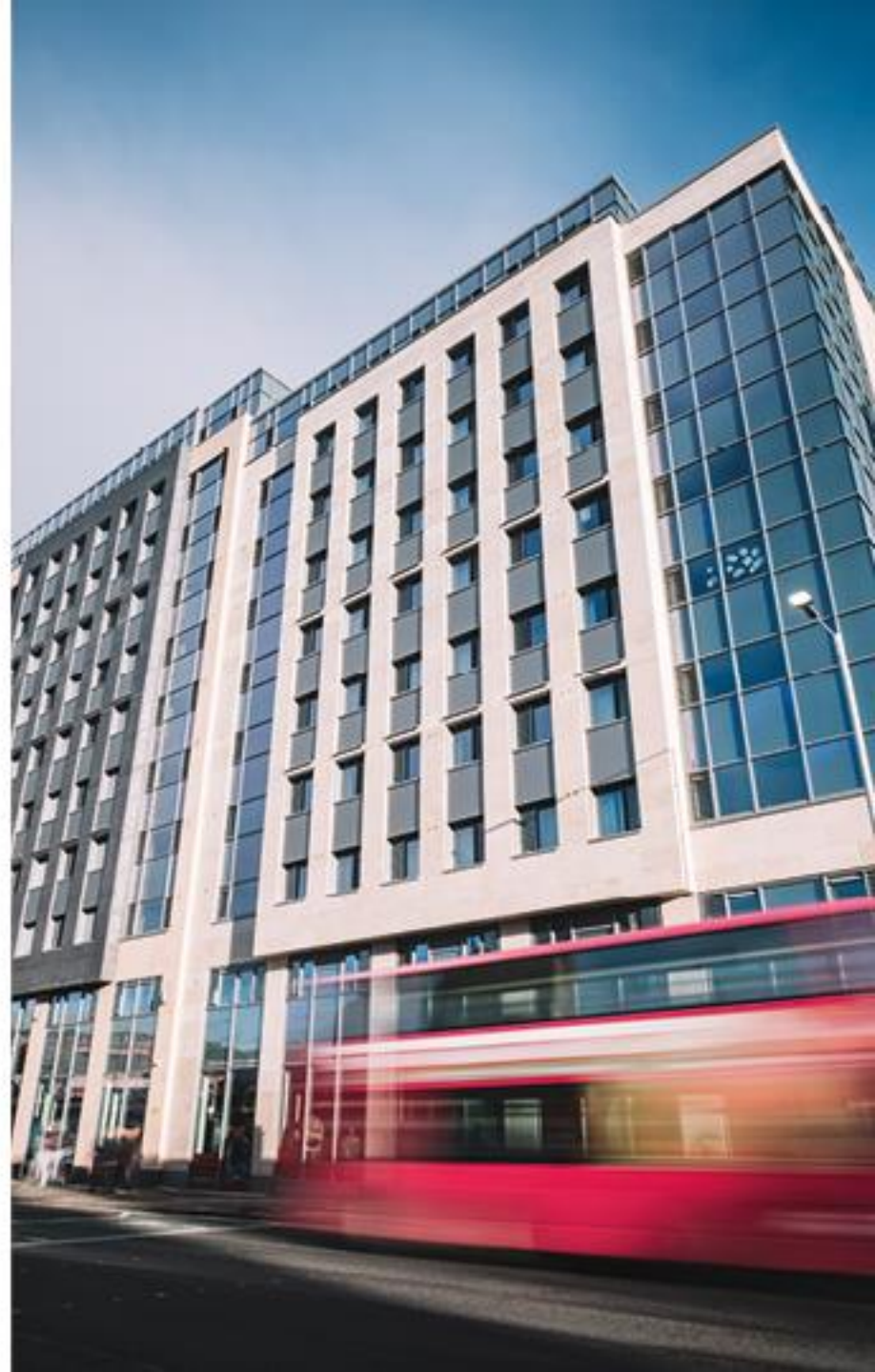
OUR ACCOMMODATION





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

Queen's guarantees an offer of either, University managed accommodation, or with our nominated student accommodation partner Student Roost, for the first year of study to all undergraduate and postgraduate students studying on a full-time basis at Queen's, who have made Queen's their firm choice and are unaccompanied.

Closing date for guaranteed accommodation

- Only accommodation applications* received before 30 June 2023 will be guaranteed an offer for accommodation, at Queen's or with our nominated student accommodation partner Student Roost .
- Applications made after 30 June 2023 will be accepted subject to availability.



ALLOCATION POLICY – INTERNATIONAL STUDENTS

Nursing Students – Short Term

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

Applications for family accommodation – must be indicated during the application process. We have limited accommodation designed specifically for students with families.

Students with a Disability

- We guarantee 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 2023 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.



RESIDENTIAL FEES SUPPORT

PLEASE NOTE! Queen's Accommodation has gone cashless from September 2022.

For International Students accepting a contract for 40, 44, 48 or 51 weeks starting in September the following payment options are available:

- a) Full payment: before or at check-in.
- b) 2 instalments: 50% of your accommodation fee before or at check-in, the balance being payable by 1st February.
- c) 1 instalment payment and 3 direct debit instalments. 25% instalment must be paid before or at check-in and three equal direct debit payments are made on 1st January, 1st February and 1st March. Direct debits can only be collected from a UK current bank account and a UK bank account can be set up on arrival.



RESIDENTIAL FEES SUPPORT

PLEASE NOTE! Queen's Accommodation has gone cashless from September 2022.

Payment methods available are:

- Online card payment
- Card payment can be made at Elms BT9, Elms BT1 or Elms BT2 reception.
- Bank transfer (using student number and name as reference).

For more
information
on fees and
finance go to:





RESIDENTIAL LIFE TEAM

MEET THE
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!



MICHAEL



AIDAN



SIMON



JANE



CLARE



NICOLE



EUAN



FILIPA

RESIDENTIAL LIFE TEAM

SOCIAL EVENTS AND TRIPS





KEY INFO

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

Full allocation process begins after A-level results day in the UK – Thursday 17 August 2023.

We are aware that some post graduate students may want to check into accommodation earlier than the 51 week contract arrival date of the 16th September. As a provision for this, we have created a new 51 week contract with our nomination partners Student Roost. This contract will run from the 9th September 2023 to 31 August 2024.





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

+44 (0) 28 9097 4525

accommodation@qub.ac.uk

BT1

+44 (0) 28 9097 6040

accommodationelmsbt1@qub.ac.uk

BT2

+44 (0) 28 9097 6441

accommodationelmsbt2@qub.ac.uk

VISAS AND IMMIGRATION





VISA SUPPORT

Immigration Support Service Dedicated team of Immigration Advisers, provide professional UK Study visa advice, including applying for a Student visa to come to the UK and assisting you with immigration queries throughout your studies.

Do you have a visa question?
Email: immigration@qub.ac.uk

Further visa and immigration guidance can be found on our website:





ACCEPTING YOUR OFFER

Undergraduate (UG)

Applicants who have accepted either an unconditional or conditional offer are invited by email to use the online CAS Shield system to upload information and documents needed in order to prepare their CAS. They should start the process as soon as they receive their welcome email from CAS Shield.

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)

Applicants who have accepted either an unconditional or conditional offer are invited by email to use the online CAS Shield system to upload information and documents needed in order to prepare their CAS. They should start the process as soon as they receive their welcome email from CAS Shield.

CAS CHECKLIST

- ✓ Log on to your CAS shield
- ✓ Check your status
- ✓ Ensure all documents have been uploaded and any deposits have been paid

**If you have any
questions contact**
cas.info@qub.ac.uk



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



WHAT IS A **CAS STATEMENT?**

Confirmation of Acceptance of Studies (CAS)

Electronic document, CAS number & information needed to fill in visa application.

When applying for a Student visa you **MUST** include a CAS number.

You will receive your CAS statement by email from (cas.info@qub.ac.uk).

If you notice any errors – notify International Admissions immediately.

If you require an ATAS this information is included in your offer letter & CAS.



YOUR STUDENT VISA APPLICATION JOURNEY





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'.

You can check here if this applies to you:





UKVI FINANCIAL REQUIREMENTS

AMOUNT

Maintenance
Requirement
(living costs)

If your course is 9 months or longer **£9,207***

If your course is less than 9 months long **£1023*** per month

*correct on 01 July 2023 however expected to increase by end of July 2023

PLUS

Tuition Fees
(first year)

CAS statement will state first years tuition fees

Deduct tuitions fees paid before you submit your visa application **if** stated on your CAS

Example only

£32,000

First year's tuition fees

- £6,000

Fees paid to University and shown on CAS statement

= £26,000

+ £9,207

Maintenance requirement

= £35,207

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 bank (funds held for 28 consecutive days)
- ✓ Letter from a regulated financial institution confirming an Official Education Loan
- ✓ Letter of Official Financial Sponsorship (friends and relatives are NOT sponsors)

Please read the
UKVI Student
Financial
Guidance to check
the requirements
in full:





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 visa process & find your local Visa Application Centre (VAC)



4. Prepare the necessary documents



5. Apply online, submit required documents and biometric information at a Visa Application Centre





HOW MUCH DOES IT COST?

WHAT YOU NEED TO PAY	COST	
Student visa application fee	Standard service (from date of appointment) £363 GBP Faster decision, priority services may be available. You can find out more at https://www.gov.uk/find-a-visa-application-centre	 SCAN HERE
Immigration Health Surcharge fee	£470 per year for each year of your visa. Calculate the amount you need to pay at UK government website: www.immigration-health-surcharge.service.gov.uk/checker/Type	 SCAN HERE



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 visa process & find your local Visa Application Centre (VAC)



4. Prepare the necessary documents



5. Apply online, submit required documents and biometric information at a Visa Application Centre



6. After successful application – receive 90-day visa in your passport. Travel to UK to collect Biometric Residence Permit (BRP) card which is your full visa.



BIOMETRIC RESIDENCE PERMIT

(BRP CARD)

Where to collect - 2 options

OPTION 1	OPTION 2
Queen's University Belfast To collect your BRP from the University, when completing your online visa application form please choose the 'Alternative location' option and enter the code 2HE572. Once received our team email and invite you to book an appointment to come in and collect your BRP card in person.	Belfast City Post Office To collect your BRP at Belfast City Post Office, select 'Sponsor Address Postcode' when completing 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 the Immigration Support Service with a question: immigration@qub.ac.uk

Study visa options
guidance:



SCAN HERE

Apply for Student visa
(outside the UK) guidance:



SCAN HERE

Find out more
about Queen's
Student
Immigration
Support Service:



SCAN HERE



ENROLMENT AND REGISTRATION





WELCOME EMAIL

If you have accepted your offer, you should receive your **Welcome Email** from the 21st August onwards.

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 (Document Check)
- 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 (document check)





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 15th Sept

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 15th Sept



Matriculate before classes start, a final deadline is included in your Welcome Email. A late arrivals venue will be available at One Elmwood Student Centre.



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 AND **REGISTRATION (E&R)**

Support:

Email – reghelp@qub.ac.uk

Call - Student Helpline on **+44 28 90 97 3223**

Find out more
about Enrolment
and Registration:



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 pay 25% of your fees at Registration and then sign up for a Payment Plan.

Need help? studentfinance@qub.ac.uk +44 2896 202020



FEES

Need help? studentfinance@qub.ac.uk +44 2896 202020

There will be 2 Payment Plans available with outstanding fees paid equally on the following dates.

MONTHLY PAYMENT PLAN DATES	TERM PAYMENT PLAN DATES
1 December 2023	1 December 2023
1 January 2024	1 February 2024
1 February 2024	1 April 2024
1 March 2024	
1 April 2024	
1 May 2024	

We will email you by the end of October with details of how to sign up to pay your tuition fees by instalments on our Flywire Payment Plan platform. You must follow the instructions on this email to successfully sign up to a Payment Plan.



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**

WELCOME AND 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...

- Get 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 including our **Pre-Semester Welcome Programme**

Visit My Queen's:





PRE - SEMESTER **WELCOME PROGRAMME**

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

1. University Pre-Semester Engagement Programme
2. School Induction/ Welcome

We have 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**



ONE ELMWOOD

STUDENT CENTRE AND STUDENT'S UNION!

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



ONE
ELMWOOD



FURTHER SUPPORT FOR STUDENTS





REGISTERING FOR **HEALTHCARE**

**University Health Centre At Queen's (Uhcq) –
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 3 months to get your NHS card. We have several sessions planned to support you to complete the required documentation during your first weeks at Queen's.

Find out more:





REGISTERING FOR **HEALTHCARE**

Documentation required to register:

- Your completed registration form
- Passport
- BRP or Settlement Letter (or evidence letter from UK Home Office) showing +3 months left on your visa
- Proof of NI address: if living in Queen's accommodation a QUB Settlement Letter is required (the University can provide this letter), if you are living in Queen's accommodation you will be required to produce additional documentation such as a tenancy agreement)

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

Online service – book/ cancel appointments and prescriptions



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

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



FIND OUT MORE

CONTACT US ONLINE



COMPLETE OUR
ONLINE FORM



REPORT AND SUPPORT
STUDENT PORTAL

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



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:





STUDENT SUPPORT SERVICES



STUDENT
INFORMATION
POINT



IMMIGRATION
SUPPORT
SERVICE



DISABILITY
SERVICE



LEARNING
DEVELOPMENT
SERVICE




CAREERS,
EMPLOYABILITY
AND SKILLS



STUDENT
SUPPORT

Need help? international@qub.ac.uk

ANY QUESTIONS?



Our regional staff and student teams will be available for the next 5 minutes to answer any questions you may have. Or you can email: international@qub.ac.uk