



PRE-DEPARTURE BRIEFING 2025





PREPARATION & ARRIVAL



WHAT TO BRING

- ✓ Passport
- ✓ Drivers license
- ✓ CAS statement
- ✓ Accommodation confirmation
- ✓ Academic documents/ original copies (e.g. previous results, IELTS)
- ✓ Electronic and paper copies of documents (all of the above)
- ✓ Passport-sized photos
- ✓ Sterling (safer to carry debit/credit cards than cash, but always good to have some cash on hand)

Find out everything you need to know at My Queen's



Or through our Preparing for Queen's online resource



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

HAND LUGGAGE RESTRICTIONS



PRESCRIBED MEDICINE

containing a controlled drug

WHAT *NOT* TO PACK

- ✗ Cutlery
- ✗ Restricted entry products (check UK government restrictions)
- ✗ Blankets, pillow and duvet
- ✗ 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



HOW TO GET TO QUEEN'S

- There are 2 airports in Belfast: Belfast International Airport and George Best City Airport.
- Easiest way to travel to your accommodation from airports is by taxi.
- Belfast International Airport is approx. 40 minutes from city.
- George Best City Airport is approx. 15 minutes from city.
- Your Airport Welcome at George Best City Airport will take place between 9am and 9pm on 6th, 7th 8th 9th & 13th of September. Ambassadors will direct you to buses and taxis. Register online to let us know when you will arrive.
- Dublin Airport is approx. 90 minutes from Belfast. Regular bus and coach services from the airport to Belfast.

Our ambassadors will meet you at the airport



How to get here





ACCOMMODATION





ALL INCLUSIVE PACKAGE

- 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
- Free use of the gym in Elms BT1, and off-peak membership with Queen's sport
- Free self-serve tea and coffee bar 24/7



ALLOCATION POLICY- INTERNATIONAL STUDENTS

We guarantee an offer of either University managed accommodation, or with a nominated student accommodation partner, for the first year of study to all eligible UG and PG students studying on a full-time basis, who have made Queen's their firm choice and are coming unaccompanied.

Closing date for guaranteed accommodation

Eligible accommodation applications received before 30 June 2025 will be guaranteed an offer for accommodation, at Queen's or with a nominated student accommodation partner.

Applications are still open now, however choice of accommodation may be restricted and late applicants are not guaranteed a room offer.



FAMILY ACCOMMODATION

We have a limited number of fully furnished, contemporary apartments for couples and families studying at Queen's University.

Demand for family accommodation is extremely high and is not guaranteed.

Application Process:

- Submit an online application
- Indicate your requirements for couple or family accommodation during the online application process.
- Complete the declaration form on the online application with information on those accompanying you.
- Allocations team will contact you to discuss requirements and options.

An offer of Accommodation for couple or family is subject to availability.



STUDENTS WITH A DISABILITY

- We guarantee a room offer for students who would otherwise be unable to attend university as a result of their disability or medical needs. Applications must have been made by 30 June 2025 AND applicants must have completed the declaration form for additional support needs on the application.
- Where your specific needs necessitate a particular room type or location to support adjustments relating to a disability, medical requirements, or severe allergy, they **MUST** be noted on the application in order to be considered - late requests may not be able to be supported.
- Students who declare additional needs on their application will be requested to provide supporting information and encouraged to submit information from a medical professional.
- We encourage all applicants with additional support needs to also register with Accessible Learning.



YOUR ROOM OFFER

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 an alternative offer 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, we will have met the guarantee, and the offer will be withdrawn.
- If you need accommodation after this, you must make a new application, but a new offer is not guaranteed.
- You must pay a £300 deposit to secure your offer.



RESIDENTIAL FEES

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

- Payment in full: Due 2 weeks in advance of contract start date
- 2 instalments: 50% of your accommodation fees due 2 weeks in advance of contract start date, remaining balance due by 1 February 2026
- Returning students may be eligible to pay in 3 instalments by direct debit from a UK bank account only

RESIDENTIAL FEES

PLEASE NOTE- WE DO NOT ACCEPT CASH

Payment methods available are:

- Direct Debit from UK Bank Account
- Online Card Payment
- Card Payment can be made at Elms BT9, Elms BT1 or Elms BT2 receptions
- Bank transfer
(using student number and name as reference)

Contact us: residentialfees@qub.ac.uk

**More on fees &
finance**





RESIDENTIAL LIFE





RESIDENTIAL LIFE TEAM

FEEL AT HOME: Our Residential Life Coordinators (RLC) and Residential Assistant (RA) team are here to help make your stay as enjoyable as possible. We want you to be able to meet your fellow housemates and form supportive friendships.

FIND YOUR COMMUNITY: Our service gives students a unique opportunity to build relationships, make connections, try new activities and develop life skills. We ensure students have access to an inclusive and supportive community, one that reflects their values and needs.

KNOW YOU'RE SUPPORTED: Our service gives students a unique opportunity to build relationships, make connections, try new activities and develop life skills. We ensure students have access to an inclusive and supportive community, one that reflects their values and needs.



OUR STAFF ARE THERE 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.

Get in touch



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 & IMMIGRATION



IMMIGRATION SUPPORT SERVICE

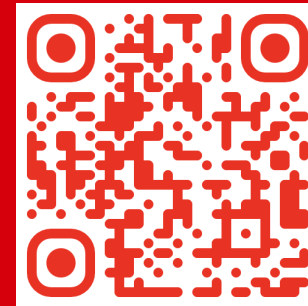
The Immigration Support Service (ISS) has a dedicated team of Immigration Advisers that provide professional study visa advice, including applying for a Student Visa to come to the UK and assisting you with immigration queries throughout your studies.

Do you have a visa question?

Email: immigration@qub.ac.uk

Visit: <https://www.qub.ac.uk/sites/iss/>

Our services





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
(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

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 supporting visa documentation

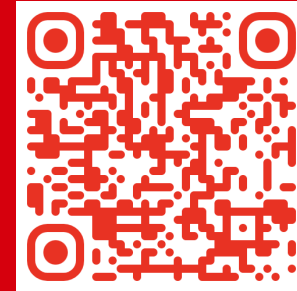
Find a visa
application
centre



VISA 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.



CHECK IF THIS APPLIES
TO YOU HERE



UK COUNCIL FOR
INTERNATIONAL STUDENT
AFFAIRS - CHECKLIST

FINANCIAL EVIDENCE

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, relatives and loan companies are NOT Sponsors)

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



YOUR FINANCIAL DOCUMENTATION

How much money will you need to meet the UKVI financial requirement?

Example

| | |
|-----------|---|
| £30,000 | First year's tuition fees |
| - £6,000 | Fees paid to University and shown on CAS statement |
| - £4,000 | Scholarship as shown on your CAS statement |
| + £10,224 | Living Costs Requirement |
| = £30,224 | Total amount you must show in your financial document |



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 supporting visa documentation ☒
5. Apply online at www.gov.uk/student-visa/apply, submit required documents and biometric information at a Visa Application Centre OR use the ID check app

COSTS FOR YOUR VISA APPLICATION & HEALTHCARE SURCHARGE FEES

| What you need to pay | Cost |
|----------------------------------|---|
| Visa Application fee | <ul style="list-style-type: none">• Outside the UK £524 GBP (or equivalent in local currency)• UKVI standard visa processing time is 4 weeks• Priority/Fast service may be available for an additional fee. The visa fee must be paid online using a debit or credit card. |
| Immigration Health Surcharge fee | <ul style="list-style-type: none">• Currently £776 per year for each year of your visa and £388 for part of a year that is 6 months or less.• You will need to pay the IHS for the full length of your visa at the time of your visa application. |

More on UK
Healthcare Costs





YOUR STUDENT VISA – APPLICATION JOURNEY

6. Complete the visa application online at www.gov.uk/student-visa/apply
7. Upload your supporting documents and pay your visa fee and Immigration Health Surcharge
8. Prove your identity. You will be told how to do this when you apply online, either-
 - Attend an appointment at your local Visa Application Centre.
 - Provide your fingerprints and photograph.OR
 - Apply using the ‘UK Immigration: ID Check’ app.
 - You will prove your immigration status online.
9. Visa issued as a digital eVisa-
 - Accessible online via your UKVI account
 - Use the eVisa ‘View and Prove’ service to share your immigration status with the University and other organisations by generating a share code. www.gov.uk/view-prove-immigration-status

FURTHER SUPPORT

Email the Immigration Support Service with a question:
immigration@qub.ac.uk

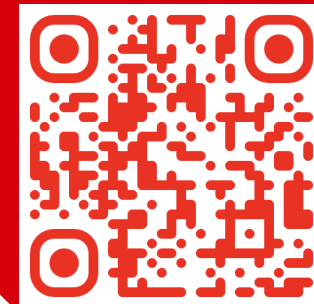
Study visa options guidance



Apply for your visa (outside UK)
guidance



Our Services





ENROLMENT & REGISTRATION (E&R)





WELCOME EMAIL

If you have accepted your offer, you should receive your **Welcome Email** from the **18th August** onwards.

If you have not accepted your offer, you should do that now to ensure you receive your Welcome Email.

This email is important as it contains your unique **student number** and **password** to log into the Queen's University Student Information System ('QSIS') and begin Enrolment & Registration (E&R)

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)

1. Personal Information

Details are those used when you submitted your application to Queen's. Check everything is correct.

If not, contact Student Registry on 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 you think the balance is not correct, contact studentfinance@qub.ac.uk.



PART 2- ON-SITE (AFTER YOU ARRIVE)

Matriculation (Enrolment)

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

Come to your selected appointment as we must check the following:

- Name (passport)
- Previous institution attended (name and dates attended)
- Qualifications (must be in original copy and certified translation, if they are not in English)



PART 3- ON-SITE (AFTER YOU ARRIVE)

Collection of your card

WHERE?

Computer Assessment Centre, 89 University Road
Until 12th September

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. This gives you access to the buildings you need access to: library, services, etc.

NOW IT'S OFFICIAL- WELCOME TO QUEEN'S!

ENROLMENT & REGISTRATION SUPPORT

Support:

Email: reghelp@qub.ac.uk

Call: Student Helpline on +44 28 90 97 3223

Service Requests: <https://myportal.qub.ac.uk/>

Find out more
about Enrolment
& Registration





FEES & FINANCE



HOW TO PAY YOUR FEES

International students – please note that you can save money by keeping your tuition fee payments in your local currency.

At Enrolment and Registration you will have the option to pay your 25% deposit by bank transfer or by card:

- If paying by bank transfer, your payment will need to reach our bank account before you can complete registration so please leave enough time (typically 2-3 days) to allow for this.
- Paying your deposit by card will be quicker and enable you to complete registration there and then. However, after you have paid your deposit, you can go back into your account and manage how you make your outstanding payments. There will be a local bank transfer option which will always be the cheapest method of payment for you. Details of how to do this will be available on the same part of our website where you get details on the payment plans [Pay your Tuition Fees | Study | Queen's University Belfast.](#)

This means that you do not have to transfer your tuition fee money to a UK bank account – you can pay in your home currency. You then just have to transfer smaller amounts for day-to-day living expenses to your UK bank account when you arrive in Belfast.



SPONSORED STUDENTS

You may also have funding for your academic fees from an external Sponsor (for example, your home government or university, or an international organisation).

You will need to upload official evidence of sponsorship from your external Sponsor during Enrolment and Registration – it is important to upload all relevant details.

The Sponsors Team in Student Finance at Queen's will then invoice your sponsor on the 1st week of October.

Please note that if your sponsor doesn't pay within the required time frame you will be personally liable for the fees and will be subject to the sanctions of non-payment.

HOW TO OPEN A BANK ACCOUNT

Multiple banks around campus 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.

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 Northern Ireland!

Find out more



Request a letter





WELCOME & ORIENTATION



MY QUEEN'S WEBPAGES

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

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

- Prepare before you arrive
- What to do when you arrive
- What you can do to help you settle in
- Keep up to date with events including our Pre-Semester Welcome Programme

Visit My
Queen's



PRE-SEMESTER ENGAGEMENT PROGRAMME

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

1. University Pre-Semester Engagement Programme: 8th September – 28th October
2. School Induction / Welcome: September

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
- Your Airport Welcome at George Best City Airport will take place between 9am and 9pm on 6th, 7th 8th 9th & 13th of September.

Find out
what's on





ONE ELMWOOD- STUDENT CENTRE & STUDENTS' UNION

Brings your Student Services and the Students' Union together under one roof!

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



‘PREPARING FOR QUEEN’S’

This is your go-to guide for everything you need to know about Queen's - think of it as your starter pack for what's ahead!

Discover

- Essential information on getting started at Queen's
- Helpful videos on transition to uni
- Insightful podcasts on student life
- Practical checklists to guide you through those first few weeks.

Feel confident and prepared as you embark on this new chapter.

‘PREPARING FOR QUEEN’S’

Why You'll Love it?

- Made for you:
 - No matter your programme or background, this is made with you in mind.
- No stress, full preparation:
 - From timelines to tips, you'll know what's coming and how to handle it.
- Always with you:
 - Access it all on your phone, tablet, or laptop. Save it, share it, come back to it whenever you need it.

Find out more





**FURTHER
SUPPORT**



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.

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

UHCQ provide an online service – to book/ cancel appointments and prescriptions

REGISTERING FOR HEALTHCARE

You will require the following documentation:-

- Your completed registration form
- Passport
- BRP or Settlement Letter (or evidence letter from UK Home Office) showing over 3 months left on your visa
- Proof of NI address: if you are living in Queen's accommodation, a Settlement Letter is required (the University can provide this letter); if you are NOT living in Queen's accommodation you will be required to produce additional documentation such as a Tenancy Agreement.

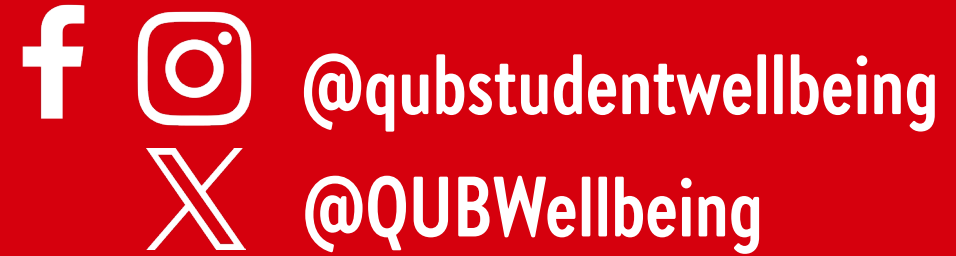
Healthcare for
students



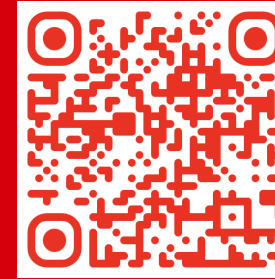
STUDENT WELLBEING SERVICE

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 online - You can contact us directly via our online form, our student portal or by email.
- Stay up-to- date with what's on via our socials.
- Attend our events - We run a variety of events throughout the year to help you protect, maintain and improve your wellbeing.



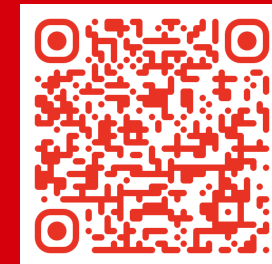
Report and support



Our online form



Find out more



ACCESSIBLE LEARNING SUPPORT

- **We support** students with a long-term condition, disability, or those awaiting a diagnosis
- **We provide** reasonable adjustments to support your access to the teaching and learning environment
- **Access support** by completing the Accessible Learning online form or speak with the team if you have any questions
- **Drop-in for advice and guidance** – Visit us at One Elmwood Student Centre, Monday to Friday, 11am–3pm

Find out more



Accessing Support



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
- Personal Hub: Your university life, all in one place. Check your timetable, explore the campus map, see what's on or access your university email or files.
- Identification: Carry your identity with you, digitally. Within the app you can access your photo, library access barcode and user profile.
- Canvas Access: Access module materials in just one click. Learning made easy and efficient.
- Library: Search for books, check your print balance, or see how busy the libraries are and where there are available PCs.
- Careers: See and search for jobs and careers events.

Get the app!



ACADEMIC ENGLISH SERVICES

- Extra courses on Academic Writing, Grammar, Vocabulary, Presentation and Communication Skills
- Increase your understanding of UK academic culture, language and assessment
- Tailored modules, timetabled for you, aligned with your course assessments
- Designed to improve your grades
- Personal feedback through individual face to face consultations
- COMPLETELY FREE!
- To find out what will be available to you, visit our website for more information, or contact aes@qub.ac.uk.

Find out more



STUDENT CIRCUS

Jumpstart Module – an Employability Bootcamp designed just for you now before you come to Queen's!

Visit the Jumpstart website and log in. You will-

- Have access to a CV builder (UK style).
- Find out about part-time jobs in Belfast.
- Learn what a UK Careers Fair is like and what you should do before you go to one.
- Get advice on how to set up and use Linked In.
- Learn how to write a cover letter for job applications.
- Get advice on how to find a UK sponsor for a job.

Once you are a Queen's student, you will have full access to our own Careers & Employability Service. Find out more on the link here.

Find out more about
Queen's Careers &
Employability Service



TERM DATES

- View the term dates for 2025-26, along with University closure days, examination dates and other important dates on our website.
- Your timetable will vary by programme and, due to the nature of the course, some courses have additional teaching, placements and/or professional practice requirements which fall outside of the normal semester dates.
- Some programmes may offer Independent Study Weeks and a Consolidation Week, which will be communicated to you by your School.
- Student examination timetable will be published through Queen's Online- the main information portal for students at Queen's.

Find out more

