UNIVERSITY OF ABERDEEN

Pre-sessional Academic English

Registration Handbook 2019

The Language Centre
University of Aberdeen
Regent Walk
Aberdeen
AB24 3FX

01224 272537/272538

What you should do when you first arrive

There are 5 steps that you must take before you are fully registered on your course.

1. Student IT Account

Open a student IT Account within one month of starting your course. To do this, you will need your Language Centre student ID number (5007****) and your date of birth (DD/MM/YYYY). This will give you a 'user name' and you will have to create a password for your account. Use the link:
https://www.abdn.ac.uk/it/account-registration/

2. E-register

Use the link to complete eRegistration:
https://www.abdn.ac.uk/infohub/study/student-registration-548.php

As a Language Centre student, do the following once you have logged in:

- In section 1, the Personal Details, answer 1, 4, 6 and 7
- In section 2, course of study details, enter English Language where it asks for Qualifications on entry to university
- In section 3, IT section. This should already be complete if you had done task 1
- In section 4, the Finance Section, please read the statement and click on 'agree'
- Once successfully completed, the black and white shield will be in full colour

As long as you complete e-registration (all four sections), you can go back in to it via your student hub to add or change some of the details when you have started your course.

3. Visa checks

Due to UK Visas and Immigration (UKVI) requirements, the university is obliged to check your visa and passport soon after you arrive. This takes place at the InfoHub and cannot be done until e-registration is complete. On Monday 22nd July, you will be assigned a specific time to do this and issued a Visa Check Pack. Please bring the following photocopies from your passport:
- photo ID page
- all pages with a stamp
- all pages with visa information
- all pages with any other information

4. Student ID Cards

Once you have completed your e-registration, you need to upload a passport style photo for your Student ID card by Thursday 18th July, 15:00 GMT:
www.abdn.ac.uk/photoupload.

Your card will be ready to collect on Monday 22nd July in your Visa Check Pack.

If you have not uploaded a photo prior to arriving, you will not receive your Student ID card. You will be able to upload a photo after arriving, but your Student ID card will not be available until 24 hours after the photo upload, from the InfoHub.

5. Course payment

Self-funded students: We ask you to pay the **balance of your fees by 26 July**. You can pay by debit or credit card or cheque at the Language Centre administration office which is room G30 on the ground floor of the Regent Building. Office hours for payments are 09:00-16:30 for the week 22 – 26 July. If we have not received full payment by the end of **week 2 (2 August),** you will no longer be eligible to attend classes. If you have a problem with payment of the course fees, please arrange to see the Director as soon as possible.

Sponsored students: We require your sponsor letter before you start the course. Until we receive one, the invoice will be in your name. We will be invoicing mid-semester. This means that if we do not have your sponsor letter, then you will be invoiced personally for the fees.

Computing services

Please note, we will use your Aberdeen e-mail account to send you important information. Therefore it is extremely important that you check this account regularly.
For all types of help with computers and portable devices please contact the computing help desks through:

E-mail: servicedesk@abdn.ac.uk

In person: see the IT services website for locations and times and also for useful information and guides http://www.abdn.ac.uk/it/student/help/

Opening a bank account

You are advised to open a bank account as soon as possible after your arrival. Do not carry large amounts of cash around with you. You should either try to open a bank account immediately or pay tuition fees immediately.

Opening a bank account is not always easy, but the following information should help you. Banks will often not allow you to open a current (student) account until your credit record can be checked. You should be allowed to open a savings account where you can deposit money.

To open a bank account you will need:

- Your passport
- University offer letter or ID card
- Accommodation contract
- Sponsor's letter (if you have an official sponsor - not family members)
- A bank letter from the InfoHub (Letter of Introduction for UK Banking Facilities) **Available from Wednesday 24th July.**

To receive a bank letter from the InfoHub, you must provide your full Aberdeen address by Friday 19th July, please do so here:
https://app.geckoform.com/public/#/modern/21FO00fipuda6600j5gvkbfg1h

For further information on opening a bank account, please visit the British Bankers' Association website:
https://www.bba.org.uk/publication/leaflets/international-students/

It is important to keep your bank statements for visa extension applications. You will need your most recent bank statement when you apply for your visa extension. The statements should be original, formal statements. Print-outs and internet bank statements will not be accepted.

Police Registration

Nationals of certain countries are required to register with the police within 7 days of their arrival. This requirement may be noted in your passport or on your Biometric Residence Permit (BRP) and sometimes only on the letter you received with the visa – bring this letter with you.

A Police Registration Certificate is valid until the expiry date of your visa ('Leave to enter/remain') and should be renewed every time an extension of stay (visa extension) is granted. You must also inform the police within 7 days if you change address or within 8 days if any of the information recorded on the certificate (immigration conditions, passport details, name, marital status, occupation, college or university) changes.

DOCUMENTS REQUIRED

You will need the following documents to register with the police:

➢ £34 registration fee – cash only
➢ Passport
➢ Biometric Residence Permit (if you have been issued with one)
➢ 2 x recent passport-sized photograph
➢ Certificate of Acceptance or student ID card from the University
➢ Proof of Aberdeen address (for example, accommodation contract, tenancy agreement, or invoice/bill with your address on). Students (and their dependants) should register in person at the Aberdeen City Division of Police Scotland on Queen Street in Aberdeen city centre. You must make an appointment to register.

Appointments can **only** be made by e-mailing the Nationality Department at SCDovroaberdeen@scotland.pnn.police.uk.Police. Police Registration is a condition of your visa, so you must attend your appointment. Full details can be found at: https://www.gov.uk/register-with-the-police

Accommodation

For full information about the range of university Accommodation available, see:
http://www.abdn.ac.uk/accommodation/prospective-students/catered-halls-43.php

For tips and advice about private rented accommodation, see:
http://www.abdn.ac.uk/accommodation/prospective-students/other-accommodation-63.php

Health Care

Due to recent changes in the provision of health services for International Students, please check these websites for information:
http://www.abdn.ac.uk/study/international/visa-information.php
To find details about the Immigration Health Surcharge, click on Visa Information and FAQs, then on the tab which says: How much does the visa cost?
https://www.gov.uk/healthcare-immigration-application

Medical advice

If your medical complaint is relatively minor, local pharmacies are able to give advice. Medical pharmacies display a green cross in their window. The nearest pharmacy to the Language Centre is situated on King Street opposite Tesco (next to the university playing field). There is also one near the roundabout at St Machar Drive which is open over lunchtime.

If your medical complaint is more serious or persistent, you should see a doctor. You need to register with a doctor before they will make an appointment for you.

If you have a medical emergency which is **serious,** you should go to the accident and emergency department of the hospital**.** If you are unable to go there by taxi because, for example, you are unconscious, a friend should call 999 (this is the emergency number) and ask for an ambulance. It should be stressed that the hospital is for extreme emergencies. You may have to wait hours if your condition is not serious.

Where you can find information

Infohub
This is a good starting point to find a wide range of information. See their website or visit them in the AUSA building:
www.abdn.ac.uk/infohub/

For more information, also see:
http://abdn.ac.uk/infohub/new-students/index.php/

Student Recruitment and Admissions Service
Tel: +44 (0)1224 272090
E-mail: sras@abdn.ac.uk
Web: http://www.abdn.ac.uk/study/international/

Student Advice and Support Office
E-mail: student.advice@abdn.ac.uk
Web: http://www.abdn.ac.uk/study/postgraduate/student-support.php

Students' Association
Web: https://www.ausa.org.uk/

The Students' Union Building
Web: https://www.abdn.ac.uk/about/campus/the-hub-94.php

Schools and Institutes
Web: https://www.abdn.ac.uk/about/schools-institutes/index.php

Business School
Web: www.abdn.ac.uk/**business**/

International Centre
Web: http://www.abdn.ac.uk/infohub/life/international-centre.php

University of Aberdeen Campus Security
Tel: +44 (0)1224 273939 (24 hour)

Other Useful Contacts in Aberdeen

Grampian Police
Tel: 0845 600 5700

Emergency Services
Fire, Police, Ambulance: 999
Non-emergency 101

Tourist Information Centre
Tel: +44 (0)1224 632727

Emergency contact - Hillhead
Tel: 01224 274002

The Language Centre
Tel: 01224 272537/272538

National Health Service (NHS)
Tel: 111 – for when you need medical help fast, but it is not an emergency

Information resources on the web

Guide to life in Aberdeen
https://www.lonelyplanet.com/scotland/central-scotland/aberdeen

Information for new students
http://www.abdn.ac.uk/newstudents/

Information about visas
http://www.abdn.ac.uk/international/visa-information.php

Learners' Toolkit
http://www.abdn.ac.uk/toolkit/