

PRE-DEPARTURE BRIEFING 2024



**QUEEN'S
UNIVERSITY
BELFAST**



OUR PROGRAMME

1. Preparation and Arrival
2. Our Accommodation & Residential Life
3. Visas & Immigration
4. Enrolment & Registration
5. Fees & Finance
6. Welcome & Orientation
7. Further Support for Students
8. Regional Q&A (separate meeting links)

PREPARATION & ARRIVAL





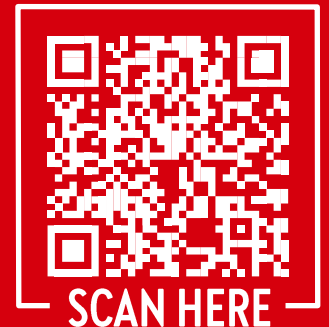
WHAT TO BRING?

- ✓ 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)

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

- X Cutlery
- X Restricted entry products based 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)

Restricted and controlled goods for merchandise in baggage



SCAN
HERE



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 George Best City Airport will take place between 9am and 9pm between Saturday 7th September and Saturday 14th September. You should register online to let us know when you plan to arrive.
- 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



SCAN

HERE

How to get here



SCAN

HERE

OUR ACCOMMODATION





ALL INCLUSIVE PACKAGE

- Wi-Fi and wired internet connection
- 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, 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 eligible 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

- Accommodation applications received before 30 June 2024 will be guaranteed an offer for accommodation, at Queen's or with our nominated student accommodation partner Student Roost.
- Applications are still open now however choice of accommodation may be restricted.



ALLOCATION POLICY

INTERNATIONAL STUDENTS

Family Accommodation

Applications for family accommodation – must be indicated during the application process. We can accommodate families- 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 30th June 2024 AND students must have also registered with Disability Services.
- 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 documentation from a medical professional.



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 deposit.



RESIDENTIAL FEES SUPPORT

PLEASE NOTE! Queen's Accommodation is a cashless operation.

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) 3 or 7 equal direct debit instalments. Instalment payments are payable from a UK current bank account ONLY



RESIDENTIAL FEES SUPPORT

PLEASE NOTE! Queen's Accommodation is a cashless operation.

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

For more
information
on fees and
finance go to:



**SCAN
HERE**



RESIDENTIAL LIFE





RESIDENTIAL LIFE TEAM

MEET THE
TEAM



MICHAEL



AIDAN

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.



SIMON



NIAMH

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.



CLARE



NICOLE

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



EUAN



FILIPA



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
accommodationlmsbt1@qub.ac.uk

BT2

+44 (0) 28 9097 6441
accommodationlmsbt2@qub.ac.uk

VISAS AND IMMIGRATION





IMMIGRATION SUPPORT SERVICE

The Immigration Support Service (ISS) includes 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/>

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



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**



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.

CAS details

Sponsor licence number:
Sponsor name:
CAS Number:
CAS status:
Current CAS status date:
Date assigned:
Expiry date (use by):
Sponsorship withdrawn:
Sponsor note:
Migrant application status:

Student details

Family name:
Given name(s):
Other names:
Date of birth:
Gender:
Nationality:
Place of birth:
Country of birth:
Passport number:
Sponsor's system unique ID for a student:
UCAS ID number:

Offer details

Course details

Application Number:
Course title:
Course ID:
Course level:
Secondary course level:
Course start date:
Course end date:
Latest date a student can be accepted on to the course:
Tick if the course is full time:
Hours per week:
Tick if the course requires an Academic Technology Approval Scheme (ATAS) certificate:



YOUR STUDENT VISA APPLICATION JOURNEY



SCAN
HERE



1. Accept your Unconditional offer. Apply for an ATAS (if applicable)



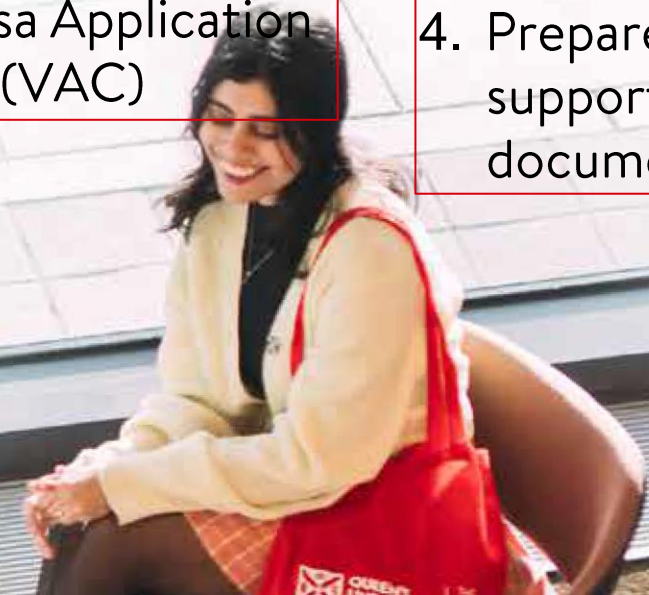
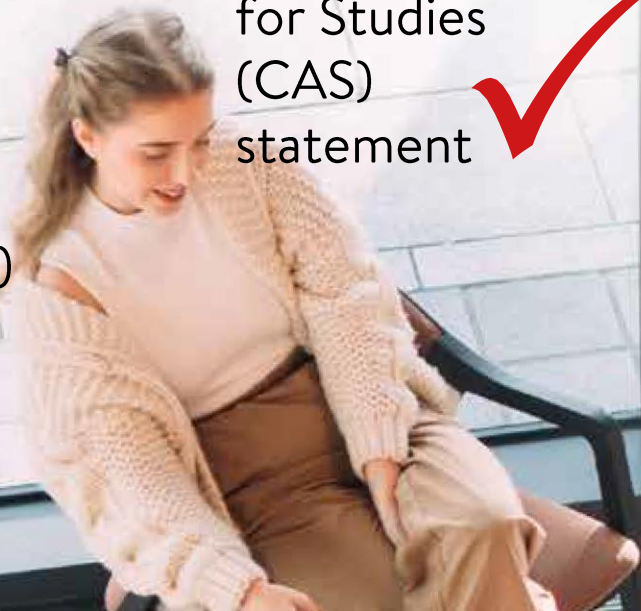
2. Receive your Confirmation of Acceptance for Studies (CAS) statement



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





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:**



**SCAN
HERE**



YOUR FINANCIAL DOCUMENTATION

- ✓ 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:



SCAN
HERE



FINANCIAL EVIDENCE

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

EXAMPLE

£23,200	First year's Tuition Fees as shown on your CAS Statement
- £6,000	Fees paid to University as shown on your CAS statement
- £3,000	Scholarship as shown on your CAS Statement
<u>+ £9,207</u>	Living Cost requirement as per UKVI
= £23,407	Total amount you will need to 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 the necessary documents



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 AND HEALTH SURCHARGE FEES

WHAT YOU NEED TO PAY	COST
Visa Application fee	<p>Outside the UK £490 GBP (or equivalent in local currency)</p> <p>UKVI standard visa processing time is 4 weeks</p> <p>Priority/Fast service may be available for an additional fee. The visa fee must be paid online using a debit or credit card.</p>
Immigration Health Surcharge fee	<p>Currently £776 per year for each year of your visa and £388 for part of a year that is 6 months or less.</p> <p>You will need to pay the IHS for the full length of your visa at the time of your visa application.</p> <p>You can calculate the amount you will be required to pay here: www.immigration-health-surcharge.service.gov.uk/checker/Type</p>



**SCAN
HERE**



YOUR STUDENT VISA APPLICATION JOURNEY

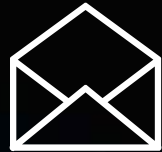


Complete the visa application online at www.gov.uk/student-visa/apply



Prove your identity. You will be told how to do this when you apply online

Either:



Upload your supporting documents and pay your visa fee and Immigration Health Surcharge

Attend an appointment at your local Visa Application Centre. Provide your fingerprints and photograph.

You will receive a 90-day vignette in your passport which you can use to enter the UK.

You will collect your BRP Card upon arrival in the UK.

Apply using the 'UK Immigration: ID Check' app.

You will prove your immigration status online.

From 01 January 2025 BRP cards will no longer be used and all visa holders will provide their status by eVisa.



BIOMETRIC RESIDENCE PERMIT

(BRP CARD)

WHERE TO COLLECT IT

OPTION 1

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.

OPTION 2

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 BT71NN.

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 19th 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 (Q SIS)

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 an application. Check everything is ok!

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 the balance is different to what you expected, contact studentfinance@qub.ac.uk.



PART 2 ON-SITE

(AFTER YOU ARRIVE)

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 3 ON -SITE

(AFTER YOU ARRIVE)

Collection of your card



WHERE?

Medical Biology
Centre
Until 13th 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 – 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

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

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

Find out more about Enrolment and Registration:



FEES AND FINANCE





HOW TO PAY YOUR FEES

- Fees are paid during the Enrolment and Registration (E&R) process
- There are a number of Financial Registration screens to complete
- 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 to pay the remainder
- Your fees may also be paid for by 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



**INTERNATIONAL
TUITION FEES**



**STUDENT FINANCE
FRAMEWORK**



HOW TO PAY YOUR **FEES**

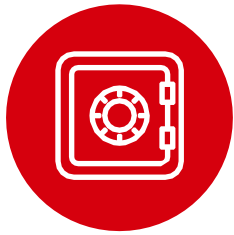
There will be 2 Payment Plans available with outstanding fees paid equally on the following dates.

MONTHLY PAYMENT PLAN DATES	TERMLY PAYMENT PLAN DATES
01 October 2024	01 October 2024
01 November 2024	01 December 2024
01 December 2024	01 Feb 2025
01 Jan 2025	
01 Feb 2025	



NEED HELP?
Call +44 2896
202020

Once you have registered on the E&R portal, you can select to pay your tuition in full or by instalments on our Flywire Payment Platform.



HOW TO OPEN 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 Northern 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...

- 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 WELCOME PROGRAMME

Two 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 what support is available to help you be a healthy learner





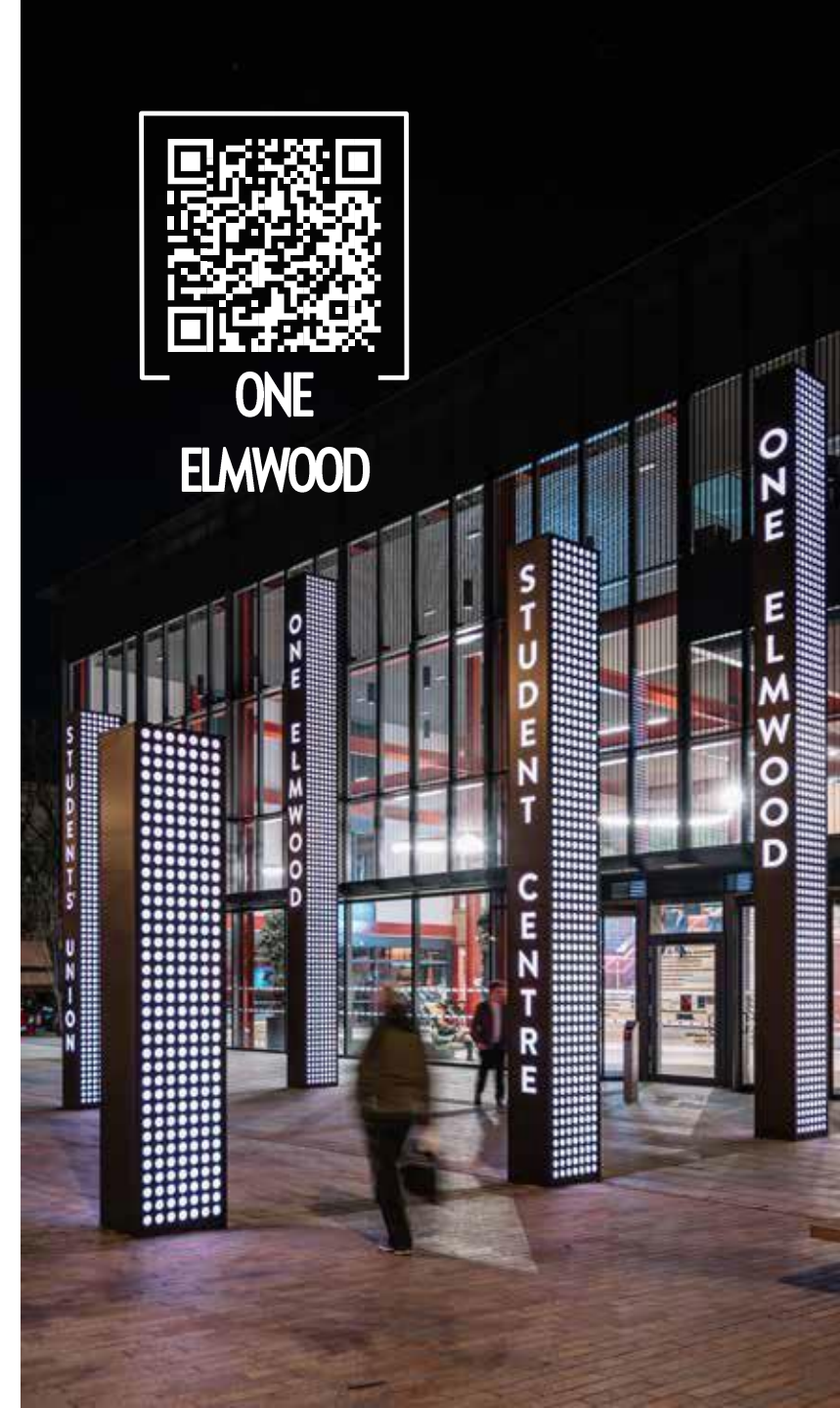
ONE ELMWOOD

STUDENT CENTRE AND STUDENTS' UNION

- 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



ONE
ELMWOOD





GETTING STARTED AT QUEEN'S

- Find out everything you need to know to transition smoothly and quickly to your new life at Queen's
- Pre-arrival, when you arrive and settling in
- Helpful videos, podcasts and checklists to guide you
- Visit our website: <http://go.qub.ac.uk/start24>



FIND OUT MORE

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.



**FINDOUT
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 over 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 NOT living in Queen's accommodation you will be required to produce additional documentation such as a tenancy agreement.
- UHCQ has 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 STUDENT WELLBEING

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

 @qubwellbeing

  @qubstudentwellbeing

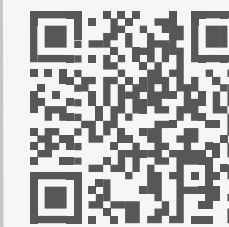


FIND OUT
MORE

CONTACT US ONLINE



COMPLETE OUR ONLINE
FORM



REPORT AND SUPPORT
STUDENT PORTAL

ATTEND OUR EVENTS

We run a variety of events throughout the year to help students protect, maintain and improve their wellbeing.



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

The 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**



**ACCESSIBLE
LEARNING
SUPPORT
(FORMERLY
DISABILITY
SERVICES)**



**LEARNING
DEVELOPMENT
SERVICE**



**CAREERS,
EMPLOYABILITY
AND SKILLS**



**STUDENT
SUPPORT**

Need more help?

Email us: international@qub.ac.uk



ACADEMIC ENGLISH SERVICE

Maximise your true potential!

- 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



Q&A



**QUEEN'S
UNIVERSITY
BELFAST**

