



UNIVERSITY OF  
CHICHESTER

The  
Guardian  
University Guide 2022

TOP 25  
UK UNIVERSITY

## International Pre-Arrival Guide

BE SUPPORTED  
BE PREPARED  
BE YOU



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## Top Tip:

To make the most of this booklet, you can click on the **highlighted words** to be connected to more information.





# Welcome

Dear International Student,

We are delighted that you are considering the University of Chichester as a study destination.

We appreciate that moving to a new country and city to study, far from home, can seem quite daunting, and that you probably have a lot of questions you would like to have answered before you arrive.

We want your experience of studying in the UK to be an enjoyable and rewarding one, and by answering as many of your questions as we can in this helpful guide, we hope to be able to help make your experience of arriving in the UK and transitioning to becoming a student at the University of Chichester as smooth and stress-free as possible.

If some of your questions are not answered in this handbook, you are welcome to contact us directly. We will be happy to respond to individual queries.

We look forward to welcoming you to the University of Chichester.

The International Team

## Key Contact Details

Päivi Leivo, Jane Smith and Gemma Williams International Student Advisory Service

Tel: +44 (0)1243 812146

Email: [international@chi.ac.uk](mailto:international@chi.ac.uk)

[www.chi.ac.uk/international](http://www.chi.ac.uk/international)

Michael Naylor, Head of International Recruitment and Relations

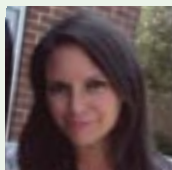
Tel: +44 (0)1243 816428

Email: [global@chi.ac.uk](mailto:global@chi.ac.uk)

[www.chi.ac.uk/international](http://www.chi.ac.uk/international)



Päivi Leivo



Jane Smith



Gemma Williams



Michael Naylor



# What do I do now?

Your next steps depend on what type of degree/studies you are coming to do at the University of Chichester.

Please be assured that whichever category you belong to, the International Student Advisory Service can help you if you have any questions about studying and living in the UK and we are happy to provide immigration advice if you require a visa to come to the UK.

## International Short Programme Courses

If you are coming to the University on a short course please remain in contact with the **International Short Programme Unit (ISPU)**. The staff at ISPU will make sure that all the arrangements are made for your arrival. You must check if you need a visa to study in the UK and what type of visa would be best for your situation.

## Pre-Sessional Summer Programme

To find out more about the programmes and entry criteria please visit

**[www.chi.ac.uk/international/study/pre-sessional-programme](http://www.chi.ac.uk/international/study/pre-sessional-programme)**

If you wish to apply for either the 5 or 10 week programme you will need to contact [Admissions@chi.ac.uk](mailto:Admissions@chi.ac.uk). If you have already applied and have a place the **IES team** will be in contact with enrolment, arrival and timetable information.

## Exchange Programmes

If you are an Exchange student, you should remain in contact with our **Exchange Team** and your programme coordinator at your home institution to make sure that everything is in place for your arrival.

## Postgraduate research students (MPhil/PhD)

If you are coming to the University as a postgraduate research student you should remain in contact with our **Postgraduate Support Team** and your main supervisor to make sure that you are making all the necessary arrangements for your time of study.

## Undergraduate and postgraduate degree students

### I have a conditional offer – what do I need to do next?

Having a conditional offer means that the University requires further evidence e.g. you might be asked for your previous qualifications, proof of English language level or references.

When we have received any requested certificates or references, your place at University of Chichester is confirmed. You can then start to organise your accommodation.

In order to confirm your place of study at the University of Chichester, you will need to take the following steps:

- Send any additional certificates/transcripts/references as required and stated as conditions in your offer letter.
- Pay a deposit of £2,000 (minimum) towards tuition fees.

Most international students need a Student Route visa to study in the UK. To apply for this visa you will need a Confirmation of Acceptance for Studies (CAS) from our admissions team. The earliest we can issue your CAS is three months before the start of your studies. You will need have met your offer conditions and paid your deposit before you can receive your CAS.

You can email our admissions team, if you have any question about the CAS issuing process.  
**admissions@chi.ac.uk.**

We recommend that you give yourself as much time as possible to make sure you receive your visa in time to travel. You must arrive for the start of your induction week and not later. For further information on visas please **visit the visa information section on our website.**

Some international applicants may have a right to “Home Fees” status. To find out about the fee status rules please visit the **UKCISA website.**

### I have an unconditional offer – what do I need to do next?

Having an unconditional offer means that the University does not require further evidence from you to prove that you meet the entry criteria. If you have not yet done so, you should formally accept your place.

The **Chiview Portal** on our website displays all the information that is relevant to you. Enter your applicant number and date of birth and then you can view information about all correspondence sent to you. Your induction programme & registration timetables etc. will be available on the portal before the start of the term. We suggest you access this portal regularly to help you prepare for your studies at the University of Chichester.

# What about tuition fees?

## How much do I have to pay?

An overview of the fees for all of our degree courses is available on our **website**. Please note that international tuition fees increase by 4% every year.

## How much do I have to pay?

When you apply to study at the University of Chichester our admissions team will assess your fee status. You will be assessed as either an international fee payer or a home fee payer. You can find the assessment criteria on the **UKCISA website**. If you feel that you have been incorrectly assessed, please contact the **International Student Advisory Service** for advice on the national fees regulations and how they might apply to your case.

## International deposit payment

International fee payers must pay a £2000 (minimum) deposit before the study offer can be made unconditional and before a CAS (for visa application) can be issued. We recommend that you pay your deposit via our online store. Please visit our **fees and finance website** for more information on different payment methods.

### Online Store

<https://store.chi.ac.uk/product-catalogue/international/deposits-and-payments>

## How do I pay my tuition fees?

Before you start your studies, we will send you an email asking you to pre-register onto your course. As part of this process you will be asked to tell us how you would like to pay your tuition fees.

You can choose to pay your fees in 2 instalments and a payment plan for this can be set via Chiview (student portal). In order to make a payment plan you need to have a debit/credit card.

You can also make payments using the online store before or after your arrival at the university.

The first instalment is due once you have enrolled on your programme, and the second instalment will be due at the start of your second semester.

Please note that we cannot accept large cash payments towards tuition or accommodation fees.

For more information please visit our **website**.





## Fee Sponsorships

If your tuition fees are being paid by your government, employer, or other sponsoring body, you must show a formal letter or complete our Sponsorship Agreement form at course registration.

Our **finance team** can help you with any questions you may have regarding these documents.

## Who can I contact regarding my deposit or fee payment?

You can email our **finance team** if you need assistance with paying your fees. They can also take credit and debit card payments over the phone if you are unable to use the online options.

# What funding is available for me?

## FINS funding for EU nationals

FINS is a private student loan scheme that offers personalized financial solutions to EU students, enabling those with a lack of financial resources to pursue higher education abroad.

The scheme was introduced to the University of Chichester in 2021 and is open to all EU students that want to apply, applied, or have already received an offer to study an Undergraduate or Postgraduate course at the University of Chichester.

EU students can access up to EUR 18.000 for postgraduate studies, or up to 25.000 EUR for undergraduate studies.

### The FINS loan scheme is flexible and can be used for the following:

- Tuition fee
- Monthly living costs of meals and rent (including rent deposit)
- Books and other study materials or equipment
- Medical Insurance
- Transportation
- Urgent expenses

**Application process:** As soon as you know which university you want to go to, you can get in touch with FINS on their **webpage**.

**Eligibility:** FINS takes into consideration the following eligibility criteria when assessing applications:

- EU citizen pursuing their studies in another country than that where they graduated their previous education cycle.
- EU citizen (that has no outstanding/unpaid debts for previous loans by other financial institutions).

Further eligibility criteria can be viewed on the FINS **webpage**.

Please contact [info@hellofins.com](mailto:info@hellofins.com) for further information.

## Funding for US nationals (FAFSA)

We are recognised by the United States Government for the purposes of Federal Student Loans: US national students studying at the University of Chichester are able to obtain Federal funding for their studies. See our **Financial Aid section** on our website for more information on the eligibility criteria and our application process. If your application for Federal Aid funding is successful, you do not need to pay a tuition fee deposit to confirm your intention to study with us.

## What about scholarships?

It is not easy to find scholarships, especially for undergraduate study, and there is a lot of competition for funds. You are advised to contact the Ministry of Education or Education Department in your own country first, as they may have details of scholarship opportunities for students who want to study abroad. **The British Council** also holds information about funding and the cost of living in the UK. **The UK Council for International Student Affairs** has a lot of useful information on scholarships and budgeting on their **website**.

The University of Chichester is pleased to be able to offer a number of scholarships and fee reductions to prospective international students from certain countries. Please visit **our website** to find out more. We also offer scholarships for gifted athletes. To find out more please visit the **Gifted Athlete section** of our website for the eligibility criteria.



## UK Government funding

If you are an EU/EEA/Swiss national or a relevant family member and have submitted a successful application to the EU Settlement Scheme (please see page 12), you may be eligible for UK government funding – this can be a tuition fee loan and/or a loan to cover the cost of living during your studies. You should check Student Finance England and UKCISA for more information on the eligibility criteria and the application process.

## Useful Websites

**Student Finance England**

**UKCISA - Government Student Support**

# Do I need a visa to come to the UK?

## Student visa options explained

If you do not already have permission to remain in the UK, you must apply for a visa to study at University of Chichester.

The length of the course may affect the type of visa you need.

To help you understand what type of visa you require, please refer to our **Which Visa? Flowchart**.

The flowchart covers three types of visas:

- Student Route
- Visitor Route; and
- Short-Term Student Visa (English Language courses only).

Please visit our **Student Route** and **Visitor Route** webpages for more information on these visa options.

## Top Tip:

Contact the International Student Advisers (ISAs) for visa advice. We would be happy to meet you online to discuss your visa options. To arrange a meeting please email us at **international@chi.ac.uk**.

## Useful Websites

**UKCISA – Student Immigration: the basics**

**UK Government** – Check if you need a visa







# Student Visa Information

## Student Route Visa

To be eligible for a Student Visa (Student Route), you need 70 points under the Home Office Points Based System (PBS).

Read the full guidance [here](#).

Points	What you get points for	Proof and documents needed
50	Studying with an educational sponsor (University of Chichester).	Confirmation of Acceptance for Studies (CAS) is a virtual document that is assigned to you by your educational sponsor. This document is your official offer of a place on a course of study.
10	Having enough money for course fees and monthly living costs ("maintenance"). See the "How much money do I need section below"	<p>Acceptable forms of <b>evidence include bank or building society statements, evidence of your government's educational loan, or a letter from an official financial sponsor.</b></p> <p>If you are using bank statements as evidence, the money must be in <b>your bank account (or your partner's or parents'/ legal guardians' account)*</b> for at least <b>28 days</b>. The bank statements must be no more than 31 days old.</p> <p>Any money already paid to the sponsor (University) can be subtracted. E.g. tuition fee deposit, any fees paid in advance + max £1,265 accommodation fees paid in advance).</p>

## Useful Websites

**UKCISA – Student Immigration Information**

**UK Visas And Immigration (UKVI) – Student Visas**

**Study UK – Visa Information**

## How much money do I need?

Length of course	Money needed
Nine months or less	Course fees And £1,023 for each month of the course
More than nine months	First year of fees And £9,207 to cover the first year in the UK (9 months x £1,023)

**IMPORTANT!!!** \*Make sure you understand the types of funds you can rely on and what evidence is not accepted by the UKVI. For example, if you use bank statements as evidence, the money available must be in the bank account for the required 28 days. You should not try to submit evidence of your finances that is not listed by the UKVI as acceptable evidence.

Your application will be refused if you show incorrect evidence. The full list of funds you can rely on and what evidence is not accepted is available on the UK government website

<https://www.gov.uk/guidance/financial-evidence-for-student-and-child-student-route-applicants>

Please visit our **visa and immigration website** for the latest updates and for information on the following topics:

- Do I need a visa?
- Information for EU/EEA and Swiss nationals
- Visa FAQs
- Student Route Visa Extension
- Student Route Visa Application
- How to protect your Student Route visa
- Visitor Visa
- Student Route visa & Employment Rules
- Post-study Work Visa Options

## Important information

**It is important that you understand UK immigration regulations and how they may impact on you. Due to frequent changes to immigration rules, please visit the following websites for the most up to date information.**

**University of Chichester visa information**

**UK Government visas and immigration UKCISA**

# The duties of a student on a Student Route Visa

## **Students holding a Student Route Visa are required by law to fulfil certain criteria and have specific duties:**

- Provide the University with a copy of your current passport and visa/Biometric Residence Permit. Every time you get a new passport or a visa you must provide copies to the University.
- Register/re-register on your programme three times a year.
- Keep the University updated with your UK contact details. You will be able to do this via our student portal, **Chiview**.
- Keep the University updated if you decide to change your course, withdraw or suspend your studies via the appropriate University processes.
- Study whilst you are in the UK, ensuring that you meet the progression and attendance requirements for your course with no unauthorised absences.
- Ensure you do not breach the conditions of your visa:
  - Do not work more hours than you should. Students studying at degree level or above are allowed to work 20 h/week during term time and full time during vacations. Students studying at below degree level are allowed to work 10 h/week during term time and full time during vacations.
  - Make sure you register with the Police, if required, and update your Police Registration Certificate within 7 days of any change to your circumstances. Your visa/Biometric Residence Permit will state if this is required.
  - Do not claim public funds. This means that you cannot claim certain welfare benefits and local authority housing.

## **Report any change of circumstance to the Home Office. Changes you should report are as follows:**

- Changes to your personal details
- Criminal convictions that you have not previously told the Home Office about
- Changes in your contact details
- Changes in your family members' details, if they are in the UK as your dependants and
- Any other information you think the Home Office should know,

## **The University also has specific duties in relation to students on Student Visas that they are required by law to fulfil:**

- We are obliged to report to the Home Office any student who either does not enrol or who misses 10 expected contacts with tutors
- We also have to report any student who defers or leaves a course, or if we stop being the student's sponsor.

If you have any questions regarding any of the above points you are welcome to contact the International Student Advisory Service.

## Useful Websites

**How to report change of circumstance to the Home Office**

**Student Route Visa conditions explained**

**Employment Rules and Student Visa holders**

**Police Registration in Sussex**





# Entering the UK

## Latest advice for International Arrivals

Visit our website for the latest information for **international arrivals** relating to any COVID-19 related travel advice and/or restrictions.

## What happens at immigration control at the airport?

When you arrive in the UK, you will first pass through **immigration control**. Your passport and immigration permission will be checked by an immigration officer, or you will be invited to go through the eGates.

If you are a Student Route Visa holder you should be prepared to show evidence of your studies, finances and where you are going to stay. Make sure you carry your CAS, bank statements and your accommodation details in your hand luggage.

If you are refused entry, or given a very short period of temporary admission, you should get help immediately from, the International Student advisers at the University, or the Immigration Advisory Service. For telephone numbers, see the list at the back of this handbook.

### eGates

Most UK airports now have eGates at immigration control. These can be used by citizens of the EEA, Switzerland, Australia, Canada, Japan, New Zealand, Singapore, South Korea and the US. You will be directed to the correct queue when you arrive at the airport/port.

### Immigration officer

Nationalities not listed above must see an immigration officer on arrival. You may be asked to show evidence of your intention to study and the immigration officer may check that you speak English at the required level.

### Non-Visa nationals using the Visitor Route option

Non-Visa nationals using the Visitor Route (leave to enter) option to study on a semester long exchange programme in the UK, can also use the eGates. You will be recorded as having arrived as a visitor. You should keep evidence of your arrival e.g. boarding pass/flight confirmation, and be prepared to show it when you register onto your course.

### Using EU ID cards

Please note that unless you have settled or pre-settled status under the EU Settlement Scheme, EU ID cards are no longer accepted at the UK border since October 2021.

### Passports

All travellers must have a valid passport for the whole of their stay.

## Useful Websites

**UKCISA – going through immigration control**

**UK Government website – Bringing goods into the UK**

**UK government website – advice for EU/EEA and Swiss citizens**



## What happens at Customs

You will need to choose the right arrival route depending on whether you have any goods to declare or not. Your bags may be checked for anything you must declare.

What you can bring with you depends on where you're travelling from. You must declare to customs:

- anything over your duty-free allowance
- banned or restricted goods in the UK goods that you plan to sell
- more than €10,000 (or its equivalent) in cash, if you're coming from outside the EU

For more information, please visit the UK **Government website**

### Green

Green: if you have nothing to declare (no more than the permitted duty-free or tax-free allowances).

### Red

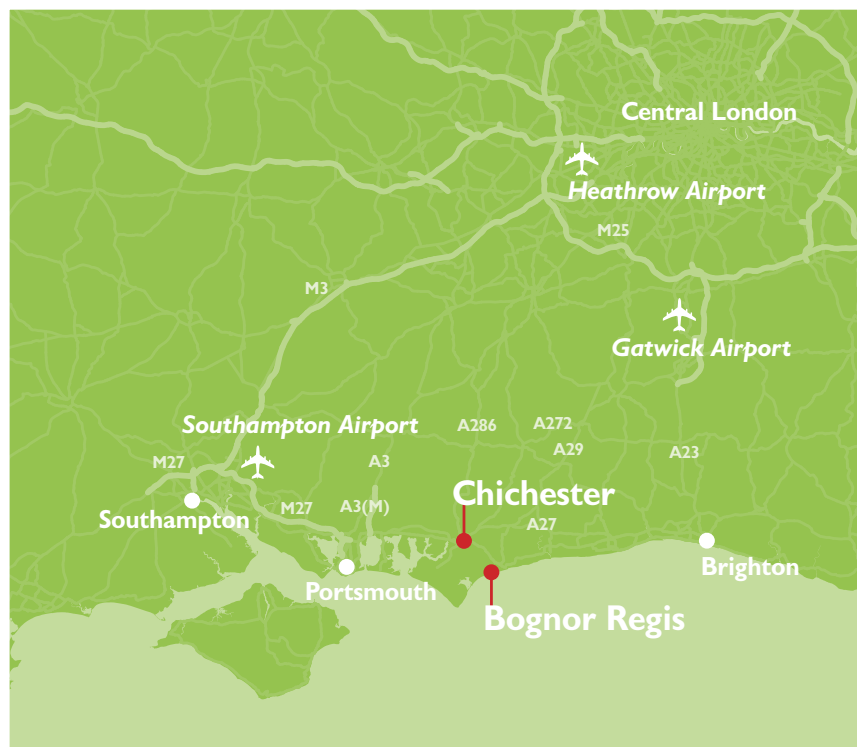
Red: if you have goods to declare (over the permitted duty free or tax free allowance).

# Where is the University of Chichester?

The University of Chichester is situated on the south coast of England, in the county of West Sussex. It is based on two sites, one in Bognor Regis and one in Chichester, about 7 miles (11 km) apart.

The University is 90 minutes by train from London and one hour from Gatwick airport. Set in an area of natural beauty, the location provides opportunities for sea, sport and leisure activities.

Both campuses are within easy walking distance of the train stations. There is also transport between the two sites, with buses running regular intervals. The journey between the two sites takes approximately 20 minutes.

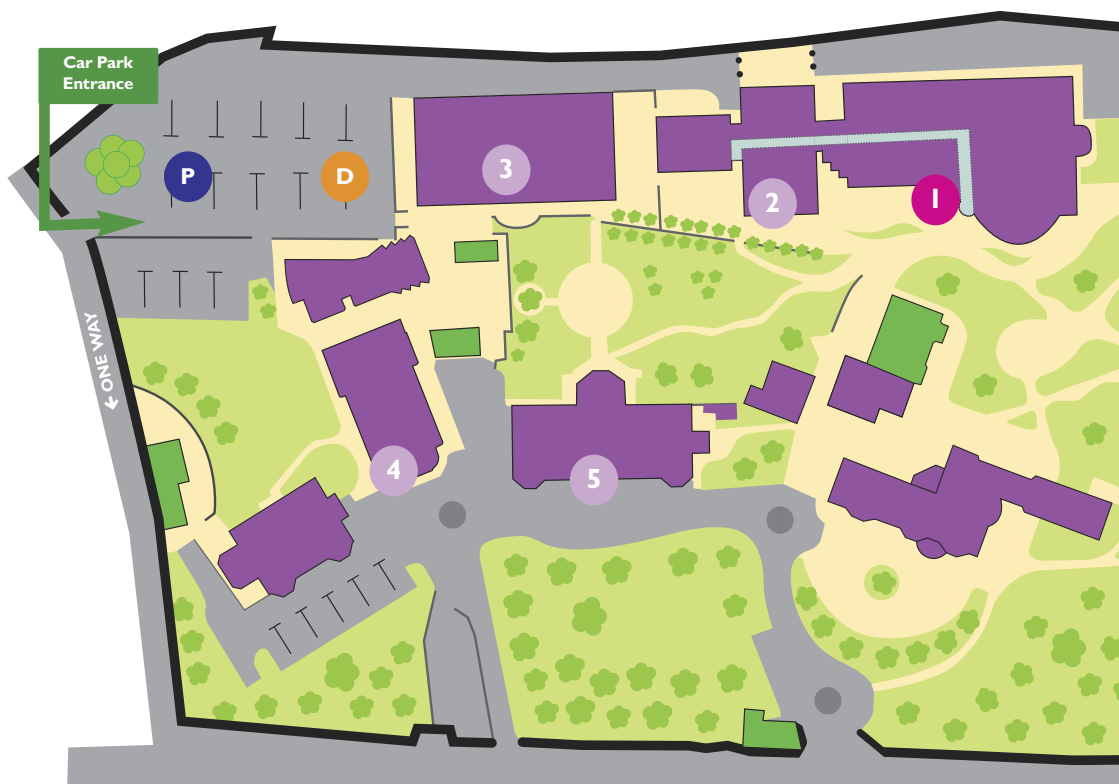






# Campus maps

## Bognor Regis Campus PO21 IHR



- 1 Learning Resource Centre, Support and Information Zone (SIZ)
- 2 Student Support Services
- 3 John Parry Centre
- 4 Assembly Theatre
- 5 The Dome
- 6 Students' Union (The Hub)



- 7 Otters Restaurant (Dining Hall)
- 8 Barbara Smith Halls/Accommodation Reception
- 9 Tech Park
- 10 Bus stop

- P Parking
- D Disabled Parking

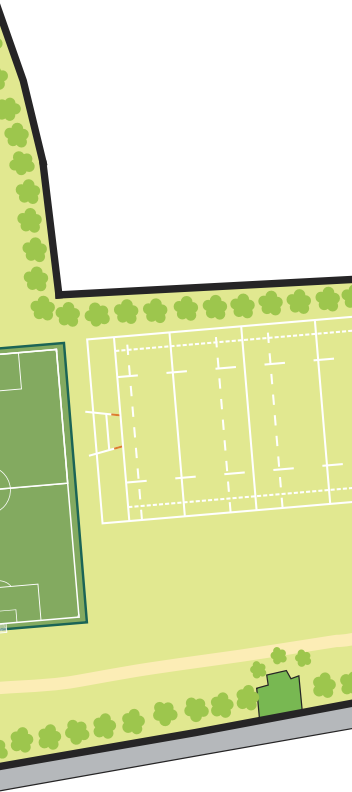
# Campus maps





# Bishop Otter Campus, Chichester

## PO19 6PE



- 1 Learning Resource Centre, Support and Information Zone (SIZ)
- 2 Bus stop
- 3 Academic Building
- 4 Cloisters Lawn
- 5 Cloisters Corridor
- 6 Students' Union Shop
- 7 Dance Studios
- 8 Theatre Studios
- 9 The ShowRoom
- 10 Otters Restaurant
- 11 The Chapel
- 12 Tudor Hale Centre for Sport
- 13 Sports Dome
- 14 New Hall
- 15 Music
- 16 Accommodation Office
- 17 Nursing
- 18 Students' Union and Zee Bar
- P Parking
- D Disabled Parking

# Travelling

If you are buying a return travel ticket to the UK, do not plan to return home before the end of exams or practical assessments. You may have an exam on the last day of the semester or a resit exam, so check the **semester dates** on our website before booking your flights.

## How do I travel to the University of Chichester?

The University of Chichester has two campuses: Bishop Otter Campus (Chichester) and Bognor Regis Campus. You should make sure you know which campus you will be based at. Information on both **campuses** is available on our website.

London has two main airports – **Gatwick** and **Heathrow** – both are connected to **coach** and **train** stations.

Gatwick has direct trains to Bognor Regis and Chichester and it is closer to the South Coast than Heathrow, so if you have a choice, it will be more convenient for you to fly to Gatwick.

Both airports have information desks, where you can ask for travel information and directions to trains and bus stops. If you are coming to Chichester or Bognor Regis through an airport other than Heathrow or Gatwick please get in touch with us if you need information on how to travel to the University.

## Check what you'll need to do before you leave for the UK

You should visit our **Pre-Arrival information website** for the latest information.

## Travelling from Heathrow Airport

### TRAIN

**Chichester:** you will need to take either the underground (Piccadilly line and then change to Victoria line) or Heathrow express train into central London. Trains to Chichester depart from London Victoria Station and take about 1 h 30 minutes. You can get a taxi from Chichester train station to your final destination in the city.

**Bognor Regis:** you will need to take either the underground (Piccadilly line and then change to Victoria line) or Heathrow express train into central London. Trains to Bognor Regis depart from London Victoria Station and take about 2 hours. You can get a taxi from Bognor Regis train station to your final destination in the town.

### COACH

**Chichester:** National Express coaches take about 3 hours 30 minutes and you will probably have to change coach at Gatwick Airport or Portsmouth.

**Bognor Regis:** There are no direct coaches to Bognor Regis from Heathrow airport. From Heathrow it is best to go to Gatwick airport by coach and then take the train from Gatwick to Bognor Regis.

### TAXI

Do not take an airport taxi as this could cost over £200. If you decide to take a taxi, we recommend you contact a **local taxi company** in advance, to avoid expensive taxis from the airport.



## Travelling from Gatwick Airport

### TRAIN

**Chichester:** There is a direct train to Chichester from the airport. The journey takes about 1 hour. You can get a taxi from Chichester train station to your final destination in the city.

**Bognor Regis:** There is a direct train to Bognor Regis from the airport. The journey is about 1 hour and 15 minutes long. You can get a taxi from Bognor Regis train station to your final destination in the town.

### COACH

**Chichester:** The National Express coach takes about 1 hour and 20 minutes. You can get a taxi from Chichester train station to your final destination in the city.

**Bognor Regis:** There are no direct coaches to Bognor Regis from Gatwick airport.

### TAXI

Do not take an airport taxi as this could cost more than £200. If you decide to take a taxi, we recommend you contact a **local taxi company** in advance, to avoid expensive taxis from the airport.



# Arrival

## What do I do when I first arrive?

First of all, you will want to find your accommodation, so that you can settle in. Make sure that you know where to go and at what time you can arrive, so that someone is expecting you.

We recommend that you arrive during the arrivals' weekend organised by the University and the Students' Union in September. If you start your studies before or after the September arrivals' weekend, you should plan to arrive on a working day during normal office hours.

It is a good idea to move into your accommodation a day or two before your programme starts, so that you can have some rest before you attend your orientation and induction events. Our accommodation team would be happy to amend your accommodation booking dates if you wish to arrive a couple of days before your accommodation contract is due to start.

## What happens when I arrive at the University?

Make sure you know when your Orientation, Induction or Registration programme starts so that you can plan your arrival. You can check your Induction programme details via the applicant portal and International Orientation information is available on our website.

## Useful Websites

**Chi view Portal**

**International Orientation 2022/2023**

**Information for Pre-sessional Students 2022/2023**

You should also find out which campus you need to go to: **Bognor Regis or Bishop Otter (Chichester) Campus.**

If you are an International top-up student, MA/MSc, PhD/MPhil or an exchange/study abroad student and due to start your programme at a different point of the year e.g. end of September, October, January or February, make sure you check your offer and welcome letters for information on the induction, orientation and welcome arrangements.

## What if I don't know where to go?

If you are not sure where to go on your first day, please go to the main reception at our Learning Resource Centre. The staff at the **Support and Information Zone (SIZ)** will be able to assist you. You can find the SIZ opening hours and contact details on our **website**.

## Pre-registration & registration

Before you start your studies, we will send you an email regarding online pre-registration. You will need to complete this process before we can fully register you.

Your Induction Programme will tell you where you need to go to register in-person and what documents to bring with you. You will receive your student card at the registration event.

You **MUST** bring the following documents with you:

- Your passport, visa and visa decision letter or your share code if you are an EEA national.
- Your original qualifications you used to obtain your offer to study at Chichester Student Route. Visa holders can find a list of qualification on their CAS "evidence used to obtain offer" section on page 2.
- Evidence of how you are going to pay your fees (SFE loan letter, US loan confirmation etc.)

## Top Tip

It is important that you tell us your arrival details, so that we know when to expect you and can support you in case of any difficulties. Please complete our Orientation booking form online. You can find it on our website under **Orientation information**.





# Orientation programme for international students

## When is the international orientation event?

Our International Orientation event will take place on Wednesday (morning) 28th September 2022. We encourage all international students to attend this event.

Students who attend the orientation are less likely to encounter problems that impact on their academic studies.

## Why should I attend the International Orientation event?

Joining the orientation event is a great way to start your new life in the UK, adjust to the university environment and meet new and current international students.

## What will be covered at the International Orientation event?

We will start with a **free breakfast** and cover the following important topics:

- Introduction to UK Higher Education system
- International Academic and Language Support
- How to open a UK bank account
- Introduction to UK healthcare system
- Student Visa information (including Biometric Residence Permit collection and Police registration)
- How to access different support & wellbeing services at the university
- Social activities and much more.

To find our final programme for the day and to book your place, visit our **website**

## Will I miss the Students' Union Freshers' Fair if I attend the orientation event?

The International Orientation event will finish by 12 pm, so you will have plenty of time to visit the fair.

## How can I find out about the above topics in advance?

Our **Pre-arrival and Orientation Moodle page** (Virtual Learning Environment) is available from August for students who have completed their online registration.

## When should I arrive?

You should plan to arrive during the accommodation welcome weekend (see accommodation website for information). You will receive a warm welcome from our Students Union and accommodation team!



# What about language support?

All International students are able to enrol on our **International Academic & Language support (IALs)**.

This package of support will help you adapt to life in a new country, ease the transition into UK Higher Education, offer academic and language support (if English is not your first language) and help you achieve your best throughout your course.

Specifically, and at no extra cost, the package offers you:

- Tutorial support of up to 3 hours per student per semester, to help you improve your academic English and other academic skills and to help you plan, carry out and check your coursework;
- Weekly classes in English Language Studies
- Additional time and the use of bilingual dictionaries in seen examinations;
- A point of contact if you need advice or are not sure where to go;
- Access to dedicated Moodle resources

## **Academic Skills Advisor**

In addition to IALs support, you will also be able to attend workshops on different aspects of study skills such as improving your reading, writing and exam preparation skills. This support is open to all students through our **Academic Skills Advisor**.



# Student Support & Wellbeing

## Where can I get help?

### The Support and Information Zone (SIZ)

Our Support and Information Zone is located at the Learning Resource Centres at both campuses and is the first point of contact for all your questions and concerns. The SIZ team will do their best to assist you or they can refer you to the correct service.

### Academic Advisers

As a student at the University, you will have your own academic advisers to advise you on academic matters relating to your course. Your adviser will be allocated to you during your first week of studies.

## Student Support & Wellbeing

### The University of Chichester Wellbeing

**Service** is available to provide friendly, professional, on-campus advice and support when difficulties arise.

They are open Monday – Friday, 9am-5pm during term-time and offer a variety of support from 1:1 appointments, drop-ins, support groups, skills training courses and peer support. This support can either be face to face, telephone or virtually through MS Teams.

- Mental Health Advisers
- Student Wellbeing Advisers
- Counselling Service
- Nurse Health Advisers
- Student Money Advisers
- Disability & Dyslexia Support Team
- Chaplaincy

### International Student Advisers (ISAs)

Päivi Leivo, Jane Smith and Gemma Williams are part of the Student Support & Wellbeing department and are here to help international students settle into life in the UK.

You will meet us at the orientation event or your induction event at the beginning of your studies.

We can assist you with a range of matters ranging from practical advice on any aspect of living in the UK to helping with your immigration queries or dealing with personal problems. Visit the **International Student Support section** on our website to find out more.

You can also contact **UK Council for International Student Affairs (UKCISA)** for a range of advice including immigration, Brexit, fees and wellbeing.

## What should I do if I have a disability or an additional learning requirement?

We are committed to providing facilities and services to meet the requirements of students with a wide range of needs. Here are some examples: dyslexia, visual and hearing impairments, mobility impairments, mental health issues, autism, chronic medical conditions e.g. diabetes, epilepsy, asthma.

We strongly recommend that you contact the **Disability Support Team** to discuss what support you might need. All personal information will be treated as strictly confidential and will not affect the decision about your eligibility for the course.

If you have a disability or any additional need for which you require support or special arrangements please let us know in advance, so that we can help you plan your time here with us.



# Where will I live?

It is essential that you feel happy and comfortable wherever you are living, as this will affect your ability to study and enjoy your time in England.

You should remember that accommodation in the UK might be different from what you are used to and it might take time for you to adjust. The type of accommodation you are offered will depend on the length and type of course you are doing.

We offer a wide range of both on and off campus accommodation options in both Bognor Regis and Chichester. First year students are normally guaranteed a place in our halls of residence. If you decide to live in privately rented accommodation, we recommend that you live within a 20-mile radius from your main campus base. We consider this a reasonable/commutable distance. Attending lectures and seminars and accessing support and wellbeing services will be easier if you live locally. It has been proven that living any further away from the University than this, can be detrimental to your studies and can lead to attendance and wellbeing issues.

Check the **accommodation team website** for more information and for up to date information on costs.

## Pre-Sessional Accommodation

If you are coming to the university on a pre-sessional course you should see our **pre-sessional accommodation information** for full details on your options for the duration this course.

## Halls of residence (University accommodation)

Each student has a study bedroom with a single bed, desk and wardrobe space. Some rooms have their own toilet/shower room (en-suite). Standard rooms have washing and toilet facilities along the corridor. Living in halls of residence during term-time can be fun if you want to integrate with other students. Please be aware, however, that since the accommodation is shared blocks with other students, it is not always quiet.

Most of our Halls of Residence options are catered, which means that you have a daily credit of around £8 (Monday to Friday) and £4 (Saturday and Sunday) to spend in the restaurants and cafes on campus. Small kitchens are available for making drinks and snacks. Bishop Otter Campus has some accommodation options with self-catering facilities. The large majority of self-catered rooms are at our city-based Stockbridge Student Village and Fishbourne Road East Halls. Every room comes with a hardwired Internet connection and WiFi is available through all halls. When on campus, you can connect to the University WiFi (eduroam).

**Cost:** approx. £101.01-£177.17 per week.

The contract must be signed for the full academic year. However, exchange students staying for one semester are able to sign a contract to cover a shorter period.

Check our website for more information on the different **halls of residence options available**.





## Renting privately

### Private home

Living in a private home means that you live in somebody's home but on a more independent basis. This option is mainly available in the Bognor Regis area with a very limited availability in Chichester. This is usually under a self-catering arrangement which means you would be given access to the kitchen to prepare your own meals.

Cost: approx. £80 – £110 per week without meals.

### Shared housing

Another option for off-campus accommodation is living in a shared house with other students. We have a dedicated website that allows you to look for university-accredited private accommodation in Chichester and Bognor Regis. Our Private Sector Housing Officer can provide advice on housing and accessing this website. You need to contact the owner yourself and make your own arrangements with them. Normally, you would have to sign a 12-month contract and will be required to provide a UK-based guarantor. Usually, you would share the house with other students and be responsible for your own bills. However, some landlords will include the bills in the rent.

The University cannot accept any responsibility for any legal contracts you enter into, so be careful before signing any agreements with private landlords and seek advice if you have any queries.

Cost: approx. £70 – £110 per week (plus bills) for a single room in a shared house.

For advice on finding a private home or shared housing, please contact the **Accommodation Office**.

## Which option should I choose?

Choosing your accommodation can be a difficult task especially if you are outside the UK. In general, we would recommend university-owned, or private home accommodation initially (when you first arrive).

You can find more information on things to consider when choosing on your accommodation option on the **International Student Support section** on our website. Topics include: UK-based guarantors, right-to-rent checks, contract lengths, council tax exemptions etc.

If you are not certain which type of accommodation would be best for you, please contact the **Accommodation Office**. They can help you choose the option most suited to your needs.

## When and how do I apply for halls of residence accommodation?

If you have accepted your study offer at the University of Chichester, you will be contacted in May with information on how to apply for university accommodation via the accommodation portal. Check our website for more **information on the application process**.

Applications can be made via the Accommodation Portal (Chiview) between 9th May – 24th June 2022. If you miss this application window, you will need to email the Allocations Office ([allocations@chi.ac.uk](mailto:allocations@chi.ac.uk)).

As an international student you will be entitled to a free bedding pack, which includes pillows, a duvet, sheets, pillowcases, a duvet cover and towels.

Contact the accommodation team before your arrival to request a pack for your room.

If you are due to start your studies in January or if you are an exchange or study abroad student, you should email our Allocations Team directly – [allocations@chi.ac.uk](mailto:allocations@chi.ac.uk)

## Electrical equipment

In the UK, electrical appliances run on 240 volts, 50 Hz AC. If you want to bring electrical equipment, please check to make sure that it is compatible. If you need an adapter, it is best to buy it before you leave home. If you buy electrical appliances once you have arrived in the UK, then you will not need an adapter to run them. If you are bringing a computer and would like to make sure your equipment is compatible, please email the **helpdesk**. Please note that any heat emitting electrical appliances such as rice cookers, hairdryers and hair straighteners should not be used with adapters and therefore should only be purchased once you have arrived.

## Top Tip:

**Yumika**, BA in Tourism Management, Japan  
Consider your accommodation options carefully! There is a free intersite campus bus between the two campuses, so you can choose to live in Chichester and study in Bognor Regis or vice versa. For me it was important to be able to cook my own food, so I chose to live in one of the off-campus (self-catered) halls of residence options in Chichester and travel to Bognor Regis Campus for my lectures.



## Useful Websites

**University of Chichester  
Accommodation options**

**UK Council for International  
Student Affairs**

**Study UK**

# What about money?

## Living expenses

You are likely to need around £250 per week for living costs (including rent and food). How much you actually spend will depend on your needs and personal lifestyle. You can find more information on **additional costs** and **living expenses** on our website.

The UK Home Office expect that Student Route visa holders have £1,023 per month for livings costs.

When you apply for your Student Route, you are required to show that you meet the financial requirements. This means that you show that you have the funds in place to pay your tuition fees in full and that you have £1,023 per month for a period of nine months to cover livings costs. The UK Home Office expect you to be able to meet the cost of living in the UK without having to work while you are studying.

## What about cash?

We recommend that you have approximately £400-£450 (GBP) cash on arrival to the UK. Do not carry more as it may get lost or stolen. It is best to open a UK bank account as soon as possible and transfer more funds electronically at a later date. It might be a good idea to bring any other money in the form of pre-paid travel cards or currency cards.

If you are planning on using a non-UK debit or credit card, please contact your bank in advance to make sure you find out whether it is possible and if there are any additional charges to be considered. Please note that the university restaurants and cafes do not accept cash payments anymore.

## Can I open a bank account?

If you are in the UK for longer than 6 months, it is possible for you to open a bank account. Money can then be transferred to your UK bank account from your home country.

To open a bank account, you will need a letter of introduction from the university. You can request this letter via **Chiview** once you have fully registered onto your course. In addition to the letter you will need your passport and your BRP (visa).

It is a good idea to do some research on UK banks before committing to opening an account with one of them. Some banks offer good deals while others charge high fees for international students. You should also consider how easy it is for you to visit the bank, what services they offer in the branch or online and whether there are any monthly or overdraft charges you should be aware of.

Here is a list of the major UK banks in the local area: **Barclays, Halifax, HSBC, Lloyds, Santander, Natwest, The Royal Bank of Scotland, Nationwide**. It is also possible to open an e-current account with Unizest. This type of account is available to download on the App Store and you will need to pay a monthly management fee. If you do not qualify for a standard bank account because your course is less than 6 months long, an e-current account might be a good option for you.

Start your financial life in the UK today with **Unizest** Download and open your UK e-current account wherever you are in the world, in minutes. For more information visit **[www.unizest.co.uk](http://www.unizest.co.uk)**

## Student Money Advice

If you need any help with managing your money while studying in the UK our **Money advisers** are here to guide you. They can help you with budget planning and money management and can explain what financial help might be available to you.

### Top Tips for managing your money:

Apply for a **TOTUM student discount card** to receive student discounts at shops, restaurants, cinemas etc.

Download the **MyUniDays** app to find more student discounts.

Walk, cycle or use the **free intersite campus bus U7/U8** for travel.

Prepare your own packed lunch. You can use the microwaves on campus to heat your food.

Bring your own water bottle and refill it up using the water fountains on campus.



## Useful Websites

**Money Matters** – help with preparing a budget

**Money Advice Service** – Budget Planner

**UKCISA** – Bringing Money to the UK

**British Council** – Money and budgeting



# Can I work while I am a student?

## Who can I talk to about finding work in the UK?

The Careers and Employability Team can help you with finding work or postgraduate study, developing connections and skills, going freelance or starting a business. We can assist you with searching for jobs, choosing a career, completing and sharpening an application form or CV.

Whether you're seeking part-time work placements, internships, graduate jobs, are interested in volunteering or looking to brush up your skillset, our Careers and Employability team have all the resources you need. Register on Careers and Jobs Board and find out more. Jobs Adverts, Events and Appointments are available for you to book. Scan the QR code and register.

Visit the Careers Centre in the LRC, BOC (Mon-Fri 9am to 4pm), or the Careers Desk in the LRC, BRC (Tues-Thurs 1pm to 3pm)

Book appointments at: **Careers Centre**

Email: **careers@chi.ac.uk**

Phone: **01243 816035**

Instagram and Facebook

## Careers guidance

Qualified Careers Consultants can discuss any aspect of your career decisions, and work with you to understand your ideas and develop your skills to help you plan for your future.

## CV Guidance and Drop-in Appointments

Visit us at the Careers Centre at Chichester Campus or at the Careers Desk at Bognor Regis Campus. Meet one of our Students Employability Advisors and discuss about your needs. Our service provides:

- Finding part-time work
- Checking and updating your CV – Preparing or updating your cover letter

- Searching for graduate roles and schemes
- Booking a Careers Guidance appointment

## Work Placements

Some of our courses include a work placement module. Do you know how to find a work placement? Contact your Careers and Placement Coordinator; book an appointment via the Careers and Jobs board and discuss your options.

Whether you know exactly what you'd like to do after university, or really don't know where to start, we are here to help you. For more information, please visit the **Careers and Employability webpages**.

## Can I work while I am a student?

Student Route (previously Tier 4) visa holders studying at degree level or above can work up to 20 hours per week during term-time and full-time during vacations.

Student Route visa holders on courses below degree level can work up to 10 hours per week during term-time and full-time during vacations.

If you have been issued a CAS for a part-time postgraduate degree at level RQF 7 or above, you are not allowed to work, volunteer or take part in work placements.

There are some restrictions in terms of what kind of work you can do as a Student Route visa holder.

Please check our website for more information on

**Student Route visa and employment rules.**

### Others, e.g. PBS dependants, ILR, Short-term students, Visitor Route etc...

Your vignette/Biometric Residence Permit will tell you if you are allowed to work or not.

If you are a dependant of a Tier 4 or Student Route visa holder studying at the University of Chichester, you are allowed to work.

If you are in the UK on a short-term study or visitor visa, you are not allowed to work, volunteer or take part in work placements.

### What if I am not sure if I am allowed to work?

If you are not sure if you are allowed to work, please contact the International Student Advisers and we can advise you. It is better to be certain of your right to work as it is a criminal offence to work if you do not have permission, or to work for more hours than those authorised by the government.

### What is the minimum wage in the UK?

The hourly rate for the minimum wage depends on your age. You can see the regulations and current minimum wage rates on the **UK government website**.

### How do I apply for a National Insurance Number?

Your National Insurance (NI) number is your own personal account number. It is unique to you and you keep the same one all your life. It makes sure that the NI contributions and tax you pay are properly recorded against your name.

Every person who works in the UK is assessed for the amount of NI they have to pay. The amount depends on how much you earn. If you are an international student and you have the right to work in the UK you will need a National Insurance number so that you can be assessed correctly.

The NI number application is simple. Please visit the **UK government website** for more information on the online application process and what documents you need to provide. If you need any help with this the International Student Advisers can assist you.



## What about Income Tax?

Income tax is deducted from your pay by your employer. Each employee has a personal allowance which tells you how much you can earn before paying tax. If your earnings are below your personal allowance then you do not pay any tax. For more information on income tax please visit the **UK government website**. UKCISA also has a lot of **useful information on tax and NI**.

## Can I work in the UK after I finish my studies?

If you are a Student Route visa holder you will have the following options for staying in the UK to work:

- **Graduate Route**

Student Route visa holders who successively complete their studies can apply for a Graduate Route visa to stay in the UK to work for a period of 2 years (or 3 years if you are a PhD student).

- **Skilled worker route**

In order to apply under the Skilled Worker route you need sponsorship by a licensed employer to do a specific job that meets minimum levels of skill and salary.

- **Students Union sabbatical Officer**

You can stay in the UK under the Student route if you have been elected to a full-time post as a students' union sabbatical officer at an education establishment where you are registered as a student.

- **Start-up and innovator schemes**

The Start-up route is aimed at people, including those with Tier 4, Student and Graduate route permission, who wish to establish a business in the UK, and who have a business plan endorsed by a Home Office-approved endorsing body.

For more information on these options, please visit our **visas and immigration website** and the **UKCISA website**.

There may be other immigration routes available to you depending on your circumstances. You can contact the International Student Advisers for more information. We can also refer you to an external immigration adviser in the local area.

## Useful Websites

**University of Chichester – Post-study work**

**UKCISA student blog ‘A working definition’**

**UKCISA – Student Work**

**Student Route Guidance**

**Employer's guide to right to work checks**

**Preventing illegal working**

# What about health care?

## Nurse Health Advisers

While you are studying in the UK it is very important to look after your health. The University has a student Health Centre on both campuses where you can access information. You can visit the Nurse Health Advisers there if you have any health concerns. You can find the Nurse Health Advisers' contact details and other useful information on our [website](#).

Please inform the Nurse Health Advisers if you have any pre-existing health problems or take regular medication that you will need during your stay (for example epilepsy or diabetes). On arrival in the UK it is important that you register with a local doctor (GP). The Nurse Health Advisers can give advice and information of doctors and surgeries near to your UK address.

## Do I need medical insurance?

### For students staying less than 6 months

If your course lasts less than six months, you should take out medical insurance from a reputable company before leaving your country. Although emergencies will be dealt with, no other treatment is available to you unless you have insurance or can pay for the treatment yourself.

### For students staying 6 months and over

If you are applying for a visa to study in the UK for more than 6 months you will pay a health surcharge fee as part of your visa application. The fee is currently £470 per year. By paying this fee you will have access to the National Health Service (NHS).

### Exceptions:

#### • Visitors

Visitors to the UK from an EU country who fall ill or have a medical emergency during a temporary

stay in England can use a valid European Health Insurance Card (EHIC) issued by their home country to access healthcare. An EHIC is not an alternative to travel insurance and we always advise that visitors should have both when travelling to the UK. An EHIC will not cover any private medical healthcare, being flown back home, or lost or stolen property. Please see **"How charges for NHS healthcare apply to overseas visitors"** for more information.

## Do I need private medical/travel insurance?

Even if you can be treated by the NHS for most health needs, the NHS does not cover all risks. You should consider taking out a travel/medical insurance before leaving your country of residence. Additional insurance cover can be helpful in many situations e.g. if you fall ill and want to be transported home for treatment or if you want a family member to stay in the UK to look after you. For example, **Endsleigh** and **Cover 4 Insurance** offer specialist insurances for international students in the UK.

## Useful Websites

**The UK Council for International Student Affairs (UKCISA) Website**

**Nurse Health Advisers' – Student Health Website**

**UK Government Website – Health Surcharge**

# Further information

## Do I need to register with the police?

All relevant **foreign nationals** are required to register with Sussex Police Nationality Unit. If you are unsure, you will need to check your visa which will clearly show this registration as a condition of your stay, if it is required.

Police Registration is **by appointment only**, and organised centrally by Sussex Police Nationality Unit. Do not try to register at the local Police Station in the area where you are living. Please do not worry if you can't register within 7 days of arrival – the department responsible for registration are very busy and realise that this may be impossible.

Please note that you need to update your Police Registration Certificate every time your circumstances change e.g. your address changes. This can be done at the nearest Police Station in Chichester or Bognor Regis.

## Useful Websites

**Sussex Police Nationality Unit – Police Registration Information**

**International Student Advisers – Visas and Immigration section**

**Study UK – Religion in the UK – practising your faith**

## Top Tip:

The International Student Advisers will give you information about registering with the local Nationality Unit at the Orientation event.

## Which Campus will I be based at for my studies?

Knowing which campus your lectures and workshops are based at is important when planning your travel and booking your accommodation. The two campuses are about 7 miles apart and a free intersite (U7/U8) campus bus can be used to travel between the sites.

### SUBJECT AREAS BASED ON OUR CHICHESTER (BISHOP OTTER) CAMPUS

### SUBJECT AREAS BASED ON OUR BOGNOR REGIS CAMPUS

## How many students are there?

The University has the high academic standards of a large institution, but the total number of students is small when compared with large city universities. We combine excellent academic facilities with a friendly, personal approach that is only possible in smaller universities.

During normal academic year (September to May) there are approximately 5000 students at the University and about 3% of those are international students.



## What about religious needs?

The University of Chichester is an international place of education where you will find people of most faiths and also those of none. We try in many ways to meet your particular needs in all areas of life, including religious belief and special dietary requirements due to religious beliefs. We have a Chapel on Bishop Otter Campus where Christian worship takes place. There is also a prayer room on each campus which is open to people of any faith to use for individual prayer and meditation. Please get in touch with our Chaplain – [chaplain@chi.ac.uk](mailto:chaplain@chi.ac.uk) who would be happy to hear from you if you need someone to talk to or if you would like to find out more about local faith communities. Please visit the [chaplaincy webpage](#) for more information on World Faiths and Places of Worship near Chichester/ Bognor Regis.

## How do I keep in contact with friends and family ?

If you are planning to bring your mobile phone with you, make sure it can be used in the UK. If you continue to use your non-UK SIM card you should find out what extra charges your phone company might make for using your data abroad. Some companies can charge a lot of money for international calls and data usage.

Getting a UK phone contract/SIM card is simple. You can either find a phone shop in town or apply online via any of the popular phone companies. If you have not lived in the UK before you might be limited in terms of your options – Pay-as-you-go contract/SIM only contract might be the only option available to you. Have a look at the [Money Saving Expert's advice](#) on mobile phone contracts.

You will have access to free Wifi on campus and in the halls of residence. You will also be able to connect to free Wifi in various locations in Chichester and Bognor Regis.

The most popular and the cheapest ways to communicate with family and friends is to use various apps such as Whatsap, Wechat, Snapcat, Instagram, Skype, Line, Facetime, Messenger etc. whilst connected to free Wifi!

To find out about on campus Wifi and internet access (and IT in general) please visit our [help pages](#).

## Will I get a student ID card?

All registered students receive a student ID card, which can be used to prove that you are a student. The same ID card can be used to borrow books from the library, access university buildings and travel on the free U7/U8 bus service.

## What about student discounts?

In order to benefit from a range of discounts you can receive as a full-time student, you should apply for a **TOTUM card**. This card can be used in various shops, restaurants, cinemas etc. to get a student discount on products and services.

## What about safety?

To make sure that your time in the UK is safe and enjoyable please download the **British Council's Personal Safety Guide**. It is rare that one of our students experience a dangerous situation, but it may be useful to have some information on what to do, just in case you need it. The Personal Safety Guide is a good place to start. The International Student Advisers will hand out more safety information including important telephone numbers at the international orientation events and talks.

## What about culture shock?

It is good to be prepared for your time in the UK by researching the UK culture, customs, history, weather, food etc. beforehand.

Britain is a diverse multicultural country with regional differences. Customs and the way English is spoken can vary depending on where in the UK you will be. How you experience your new surroundings will depend on your own background and personality as well as on how well you are prepared for your time abroad. The most important thing is to be open-minded and to be prepared to accept that things will be different. Different does not mean good or bad – it is just different and getting used to different things can be exciting as well as confusing.

When adjusting to a new environment you may experience something called “culture shock”. This is a normal part of an adjustment process. Check the **UKCISA website** to read more about the stages, symptoms and how to cope with the shock. Just remember that if you are finding things difficult we are here to support you throughout your studies.

You can contact the International Student Advisers or the Student Support and Wellbeing Team if you need support with adjusting to your new

surroundings. Other international students who are going through the same experiences as you can also be a great source of support.

## What will the weather be like?

The **weather** in Britain is rather unpredictable. It can rain on any day of the year, so you will need a waterproof coat, good shoes and possibly an umbrella. Of course there are also many sunny days - Chichester is one of the sunniest places in the UK!

The temperature does not often drop below zero degrees Celsius (32 degrees Fahrenheit), but the dampness can make it seem colder in the winter and humid in the summer. The warmest months are June, July and August and the coldest usually December, January and February.

You might find it cheaper to buy some types of clothing after you have arrived in the UK, but if you arrive in the colder months (October to April), make sure you have a coat and a jumper with you.

## What about British Culture?

The UK has a diverse population so it is difficult to say what is characteristically British behaviour. We have tried to list some “typical” British behaviour and customs here in order to give you a little insight into what to expect.

**Manners** – British people use please and thank you a lot! For example, thanking a bus driver when getting off the bus and saying sorry when someone else steps on your foot is considered normal.

**Queuing and being on time** – Queuing is considered an important part of British way of life. You will see queues in shops, banks and at bus stops and train stations. Queue-jumping is considered rude.

If you are unsure of the rules, ask people around you. It is ok to ask where the queue ends and take your place there. Being on time is also important in the UK. If you have to cancel and agreed appointment/meeting or if you are late, you should call to explain and offer apologies. This applies to being late to lectures, workshops and tutorials at the University too!

**Pub culture** – Pubs are popular meeting places in the UK. They are places where people go to socialise, relax and have a drink. Pubs are not always about drinking alcohol. You can order non-alcoholic drinks and most pubs offer food too. Some pubs organise events such as quiz nights, game nights and Karaoke.

**Smoking** – Smoking is not allowed in places of work in the UK. You should always go outside to smoke and stand far from any buildings. The halls of residence are all non-smoking areas and we ask everyone to respect this.

**Food** – British food does not have a good international reputation, and this is one of the main things international students are worried about. However, as this is a multicultural country you will be able to find international food and ingredients readily available in shops, restaurants and online. The most famous British food you should definitely try during your stay are: traditional English breakfast; Fish & Chips; roast dinner; and baked beans on toast.

Have a look at the **Great British Mag**, **British Council** and **UKCISA** websites to help prepare yourself for some aspects of British culture and customs.

## What is the local area like?

Chichester and Bognor Regis are located in the county of West Sussex on the South Coast, which is famous for its beaches and hiking trails along the South Downs national park. You can take part in many outdoor activities such as surfing, wind-surfing, canoeing, swimming, cycling, hiking, horse riding etc.

You can find a high street lined with smaller shops in the centre of both towns as well as bigger retail parks with supermarkets (Tesco, Sainsbury's, Lidl, Aldi, Iceland, M&S etc.) on the outskirts. The U7 bus can be used to travel to the retail park area.



## Useful Websites

**EXPERIENCE WEST SUSSEX**

**UNIVERSITY OF CHICHESTER –  
LIVING HERE**

## Where can I find more about travelling in the UK?

You may want to visit other parts of the UK whilst being a student at Chichester. Both, Chichester and Bognor Regis, have a train station with regular direct trains to places such as **Portsmouth & Southsea, Southampton, Brighton** and **London**. You can connect from these locations to visit places further afield!

To help you save on the cost of train journeys, you can purchase a **16-25 railcard** which will give you 1/3 off all your rail tickets. Students over the age of 25 can also apply for this card as long as they are on a full-time course of at least 20 weeks in length. Please note that you will have to pay an application fee of about £30 for a 12-month card. However, if you are going to use the rail service a lot, it is worth paying the fee and getting the discount card. Visit the **National Rail website** for information train times and tickets.

**The National Express, Mega bus** and **Flix bus** can also be used to travel within the UK and to destinations in other European countries.

## What about taxis in the local area?

If you are returning home late at night, it is advisable to book a taxi. Local taxis are reasonably priced. A journey within the town is likely to cost £8-£10. Travelling to a next town may cost around £20. If you share a taxi, you can divide the price between the number of passengers. You can find taxis outside most UK train stations.

## What about buses in Bognor Regis and Chichester?

There is a comprehensive network of buses running within the local area and also connecting to other towns and cities, such as Brighton and Portsmouth. Bus timetables are available online via the **Stagecoach website**.

There is a free intersite campus bus U7/U8 which runs between Chichester and Bognor Regis between Monday and Friday. Students can use the non-university bus service in the evenings and at weekends for a discounted student price. For more information, please visit **the Students' Union website**.

## What about driving in the UK?

If you already hold a driving licence, you may be allowed to drive in the UK. You have to make sure that you have a valid licence, road tax and insurance. Check if you can use your driving licence to drive in the UK by using this **online tool**. Read more about driving in the UK on the **UKCISA website**.



## Can I visit other European countries?

With Paris only three hours from London by train and many European destinations within easy reach, you may want to combine your time at the University with a visit to another European country.

We recommend that you check whether you need a visa for the country you would like to visit. Many European countries have joined together to form the Schengen area for which you only need to obtain one visa, rather than one for each of the participating countries. Visit our **visas and immigration website** to find out more about Schengen visa and how to apply for it. You can also find a lot of useful information on these websites: **UKCISA** and **the European Commission**.



# What can I do in my spare time?

We encourage all students to get involved in cultural, social and sports activities, both on and off campus. This will help you mix with other students and start making friends.

## The Students' Union

The **Students' Union (SU)** organises various events and activities on campus. Both campuses have an SU bar and a social area, where students can relax during the day and take part in various events and parties in the evenings. Joining the SU societies is a great way to help you settle into UK University life and it is a good way to meet like-minded people.

Freshers' Week is organised by the SU at the beginning of every academic year. This is a week of activities and events for first year students and it runs alongside your academic Induction Week Programme. The SU have lots of activities planned for every day of the week including a Freshers' Fair which everyone should attend! You can get lots of useful information and freebies e.g. food, samples, discount vouchers etc. at this event. Check the Freshers' Fair/Week information on **the SU website**.

## Top Tip:

**Sam**, BA (Hons) Media Studies with International English, Estonia

If you can't find exactly what you're looking for then you can start your own society. Get in touch with the Students' Union and they can help you with this.

## Are there sports and exercise facilities on campus?

**The Tudor Hale Sports Centre** based at our Bishop Otter Campus is open to all university students regardless of their campus base or what they study. The centre has a gym, climbing walls, laboratories, tennis and badminton courts as well as football and rugby pitches. Check the **centre's website** for membership prices and opening times.

Students based at Bognor Regis Campus can join a local gym, **Arun Leisure Centre**, which is about 10 min walk from the campus. The leisure centre has a gym, fitness classes and a swimming pool and it offers a discounted student membership for University of Chichester students.

## What else is on at the University?

Our excellent Dance, Music, Theatre and Musical Theatre departments organise lots of student-lead productions on campus. Some events are free and some offer student discounts. Make the most of these great opportunities and check the latest events and activities which are listed via the **Showcase online brochure**.

You can also find a lot of university-based activities and events advertised on our **Chilife website**.





## What about local leisure facilities and activities in town?

Here are some ideas for things to do in Chichester and Bognor Regis.

- Local libraries – **Bognor Regis town library & Chichester Central Library** are good places to find out about different local activities and clubs.
- Tourist Information Centres: **Chichester – The Novium Museum & Bognor Regis – The Regis Centre**
- Theatres: **The Alexandra Theatre** in Bognor Regis and the **Chichester Festival Theatre**
- **The New Park Centre** – An independent cinema and activities/classes in Chichester
- **The Picture Dome** – Bognor Regis based cinema with affordable student discount tickets!
- **Aspire Sussex** – Information on adult education courses and other services in Chichester and Bognor Regis.
- Chichester Gate Leisure Park – Ten pin bowling, Air Arena (trampolining), restaurants etc.

## What about weekends?

You will normally not have any classes at the weekend, so you are free to make your own arrangements to visit local attractions, spend time with friends or even travel around the UK. The Learning Resource Centres (LRCs) on both campuses are open at weekends and late at night.

## Coach trips to UK destinations

We offer a coach trips to places of interest that are open to all students. Our usual trip destinations include Bath, Oxford, Cambridge, Windsor and Stonehenge.

## Top Tip:

**Sam**, BA (Hons) Media Studies with International English, Estonia

Make sure to always take part in the international events! The friends I made then I am still close to today. The international events will also give you a prime opportunity to relax, see the local areas and visit some of the UK's most popular tourist destinations.





# Is it easy to make friends?

Wherever you choose to study, it will take some effort on your part to integrate with other students. You will find that, if you are open to others, they will also respond to you and you will soon make friends.

The University has a relatively small student population, so you will find a warm and welcoming community. This can make it easier to mix with other students, as you will be in smaller classes where everyone knows each other.

We encourage you to join in the on-and off-campus activities available at the university and in the local communities. Here are some suggestions:

- Attend the **International orientation activities and events** we have planned for you. As well as getting a lot of useful information and practical advice, attending these events will help you get to know other international students, who can be a great source of support during your studies in the UK.
- Join the official Facebook groups set up by the Students' Union (SU) and the University to find out about useful information and connect with other students before you arrive. Check the **Students' Union website** for all the FB groups available in 2022/2023;
- Try to join as many of the social events run by the SU as you can;
- Join clubs, sports teams, orchestras, drama and dance clubs;
- Work for the University as a **student ambassador**;
- Volunteer with the SU, University or the local community;

## Top Tip:

**Marta**, BA in Music Performance and Acting for Film, Lithuania. Students' Union International Student Officer 2019/2020

If English is not your first language speaking to native English speakers can feel scary at first. My advice is this: don't be afraid to speak English. Try not to be put off because of your accent or if you don't know how to pronounce something. It is okay to make mistakes and not understand everything at the beginning. We've all been there. People are kind and with time things will be easier. You will be mixing with students and staff from all around the UK and the world, so you will find that there are so many different accents and dialects of English.

## Useful Social Media Websites

Connect with the University's official social media channels to keep up to date with our latest news!

**Facebook:** @universityofchichester

**Instagram:** @universityofchichester

**Snapchat:** @chiuniinternational

**Twitter:** @chiuni

**YouTube:** University of Chichester





# Students' Union Welcome

The Students' Union is more than a bar! It supports over 25 sports clubs and 20 more than 20 societies.

The great thing about these is that you can join any of them. Joining a club or a society is a great way to find new friends with similar interest. The SU bars and shops are also great places for students to find part-time employment. More information on the SU and what is on offer visit the **SU website**.

## Meet the Students' Union President and International Officer

### Gemma Hopwood Students' Union President

I will be your Student's Union (SU) President for 2022-2023.

I've just finished my studies at Chichester as an Acting for Film student and I've honestly had the most memorable three years of my life (so far!). I'm a huge lover of sport and have been a part of the Lacrosse team during my time at University, and on that note, I'd urge all of you to join a sport/society when coming here.

A couple of my aims for the coming year are to bring more fun events to the SU, hopefully incorporating larger events when the current restrictions ease (and if they don't, working alongside them to ensure each student has a memorable experience). I also wish to continue and improve upon the mental health support that the SU offers, as well as bringing the University and the SU closer together.

But above all things, I want to be an advocate for you and your voice. I want to be the best President I can. I'm so excited to have you join us next year and I personally can't wait to meet you all! You can contact me via email [supresident@chi.ac.uk](mailto:supresident@chi.ac.uk)

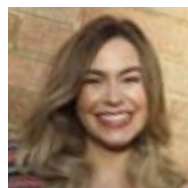


### Esperanza Navajos Rueda, International Officer

My duty as International Students Officer is to make sure that all international students' voices are heard and taken into account within the Students' Union and the University. The Students' Union's purpose is to provide the best university experience possible for all students, hence as your officer I am here to represent you and fight for your interests. I know that being an international student is not easy. Moving to a different country is very overwhelming, so my drive is to ensure that all international students get the help they need while they find a welcoming community to socialise and feel supported.

If you have any questions about university life or any concerns please do not hesitate to contact either Amy (the current SU International Officer) or myself. You can find our contact details at the **Students' Union website**

We are here to ensure you feel reassured and excited about your upcoming or current time at the University of Chichester.







# Top tips from our international students

## Top Tips:

**Marta**, BA in Music Performance and Acting for Film, Lithuania. Students' Union International Student Officer 2019/2020



You will be coming to the sunniest place in the UK, so you don't have to be prepared for too much rain! Although the weather can be miserable in January and February, so be prepared and bring an umbrella/waterproof coat.

My tip for new students is to have an open mind, accept social invitations from your fellow students and local people you get to know. Embrace your time in the UK by not limiting your experience to just staying on campus. Chichester, Bognor Regis and the south coast of England are great places to explore. What I enjoy most about life here is the diversity and the freedom to be myself. Be brave, ask for help when you need it and enjoy your time at Chichester.

## Top Tips:

**Yumika**, BA in Tourism Management, Japan



If I could give myself advice on how to prepare for life at Chichester, I would tell myself to find out more about the UK and the local area in advance. Knowing where to shop for food and how the local transport works were things that I struggled with during my first week here. Eventually things started to make sense.

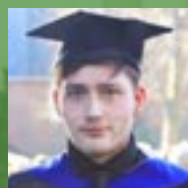
My top tip is to ask for help! People around here are really kind and prepared to help. Another tip is to bring your favourite food/ingredients from home. It is not always easy to find food you are used to using and having them with you can make a big difference when you are missing something familiar from home. It is also nice to share your country's culture and cuisine with others.



## Top Tips:

**Sam**, BA (Hons) Media Studies with International English, Estonia.  
Students Union International Officer 2016/2017 & 2017/2018

University provides great accommodation if you're looking for convenience and a guarantee of meeting new people. If, however, you are keen to keep the costs of accommodation lower, there are great Facebook groups by students where they advertise out student accommodation rooms for great prices and near the university. Alternatively, you can also search for apartments or rooms around in Chichester or Bognor. If you are in your second or third year you can speak to the accommodation team about the university's guarantor scheme.



Chichester is a small university and this means that you as a student will always be able to have one-to-one appointments with your tutor and trust me when I say **USE THEM!** I wish I had started seeing my tutor before I reached my final year. They are there for a reason and will be able to help you with any issues regarding to your studies.



# Useful contact details

Your time in the UK can truly be a happy and rewarding experience.

We encourage you to plan ahead to make sure that you are well prepared. We also want to assure you of our help and support throughout your time at the University, so that you do not have to cope with any problems on your own.

## Feedback?

We appreciate your suggestions to help us improve this pre-arrival handbook. If you would like to make any comments, please **e-mail us**.

## University of Chichester

[www.chi.ac.uk](http://www.chi.ac.uk)

[www.chi.ac.uk/international](http://www.chi.ac.uk/international)

## Chichester Bishop Otter Campus

University of Chichester, Bishop Otter Campus,  
College Lane, Chichester,  
West Sussex PO19 6PE UK

## Bognor Regis Campus

University of Chichester, Bognor Regis Campus,  
Upper Bognor Road, Bognor Regis, West Sussex  
PO21 1HR UK

Acknowledgements: the University is grateful to UKCISA for their advice and information. This handbook is intended for personal use. The information is given in good faith and has been carefully checked. However, the University of Chichester accepts no legal responsibility for its accuracy. It is meant for guidance only and cannot cover every eventuality. For individual queries please contact the International Student Advisory Service.

## Support and Information Zone (SIZ)

Opening Times are available on the above website. Please note that the SIZ may have restricted opening times during August and early September.

## Contact

Telephone: (+44 1243 816222)

Email: [help@chi.ac.uk](mailto:help@chi.ac.uk)

[www.chi.ac.uk/about-us/who-we-are/professional-services/support-and-information-zone](http://www.chi.ac.uk/about-us/who-we-are/professional-services/support-and-information-zone)

## Student Support & Wellbeing

International Student Advisory Service –  
Bishop Otter Campus (address see above)  
Tel: +44 1243 812146)

Email: [international@chi.ac.uk](mailto:international@chi.ac.uk)

[www.chi.ac.uk/international-students/international-student-support](http://www.chi.ac.uk/international-students/international-student-support)

## Admissions

Email: [Admissions@chi.ac.uk](mailto:Admissions@chi.ac.uk)

**Chiviv Portal**

## Accommodation Office

Bishop Otter Campus (address see above)  
Tel: +44 1243 816069)

[www.chi.ac.uk/student-life/accommodation](http://www.chi.ac.uk/student-life/accommodation)

**UK Emergency telephone number: 999  
(Police, Ambulance and Fire Brigade)**

**University of Chichester Emergency  
telephone number: 01243 816363**



# Checklist to help you prepare

## Checklist before leaving home

Enough money for course fees and living expenses. ☐

A current passport that is not due to expire (be out of date) while you are away. ☐

A visa for the UK, if necessary ☐

Health and/or travel insurance ☐

Somewhere to live in the UK. Make sure you know how and when to get here (contact **allocations@chi.ac.uk** if you need help). ☐

Complete the International Orientation booking form to let us know your arrival date **www.chi.ac.uk/international**  
Make sure you also inform the Allocations Team **allocations@chi.ac.uk** or your host landlord. ☐

Travel plans of how to get from the airport to your accommodation in Bognor Regis or Chichester ☐

## Checklist for your journey

### Make sure you carry in your hand luggage:

A valid passport (with a visa if required). ☐

Your travel documents. ☐

An acceptance letter from the University. ☐

Proof of financial means (e.g. bank statement, financial sponsor letter etc.) ☐

Insurance Documents (travel, possessions and/or health insurance). ☐

Details of where you will be living. ☐

Details of how to travel to Bognor Regis/Chichester. ☐

Your UK address and telephone number. ☐

£400-£450 in British currency, Prepaid card, Travellers' cheques (in Pounds Sterling) or a credit card. ☐

Toothbrush and a change of clothes in your hand luggage (in case your bags go missing). ☐

A list of what you are carrying in your main luggage (in case your bags go missing and you have to make an insurance claim). ☐

Any prescription drugs or medicine you are taking. ☐



## Checklist for your arrival

Contact your family and friends at home, so they know you have arrived safely. ☐

If you do not know where to go, look for the Support and Information Zone (SIZ) in the Learning Resource Centre (LRC) and ask for advice. ☐

Arrive at least one day before your orientation/induction programme is due to take place. If you are not sure of the correct date of your programme, please contact us. ☐

Make sure you attend the orientation/induction programme that has been arranged for you. If you are unable to arrive in time, you need to contact us. ☐

Make sure you attend your registration session and bring your ID, visa and your original certificates with you to this session. ☐

Student Route Visa holders: Collect your Biometric Residence Permit (BRP) within 10 days of arrival. ☐

Student Route Visa holders: Register with the Police if this is stated on your visa. Visit our **website** for more information. ☐

Register with a local GP (doctor). ☐

Open a UK bank account. Check the **International Student Advisers Moodle page** for more information on this. ☐

Check your University email and Moodle (VLE) pages regularly – this is where you will find information about your course, classes, appointments, lecture notes etc. Check our **help pages** for more information. ☐

Attend the Students' Union Freshers' week activities! ☐

## Important information

### DELAYED ARRIVAL

Late arrival is not advised and can rarely be authorised. If you can't travel to the UK by the start date of your course (as stated on the CAS), you must contact the University as soon as possible. Email **international@chi.ac.uk**

## CONTACT US

**Tel: +44 (0)1243 812146**

**Email: [international@chi.ac.uk](mailto:international@chi.ac.uk)**

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# Teaching Excellence Framework



[chi.ac.uk](http://chi.ac.uk)