



Leeds Metropolitan University

STEP-BY-STEP ARRIVAL GUIDE

JANUARY 2012



**LEEDS
METROPOLITAN
UNIVERSITY**

United Kingdom



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Welcome to Leeds Metropolitan University

Dear Student,

Thank you for choosing to study at Leeds Metropolitan University. On behalf of everyone at our University, I would like to take this opportunity to extend a warm welcome to you.

This Guide provides you with the practical information for your journey to Leeds and supplements the information available on our website.

Leeds Metropolitan University is a very friendly place. From the moment you arrive, you will be welcomed through the International Welcome Programme. Please do ensure that you arrive by 24 January 2012 to benefit fully from your orientation. We are confident that you will have a memorable and enjoyable time with us. When I meet alumni they always refer to their time at Leeds Metropolitan as a very important and special stage in their lives.

Leeds is a lively, cosmopolitan city; with over 200,000 students we are sure you will feel part of the friendly community in Leeds. The city's rich cultural diversity is reflected in all areas of life, including shopping, cuisine and social activities.

I wish you a safe journey and look forward to welcoming you to Leeds Metropolitan.

Professor Susan Price
Vice-Chancellor



Over 95% of our international students think
Leeds Metropolitan University is a great place to be.

International Student Barometer



Step 1 - Accept your offer

If you applied through UCAS you need to use UCAS Track to reply to your offers. For more information please visit the UCAS website; www.ucas.com/students/offers/replyingtoyouroffers.

If you have applied directly to our University, you should have received a, 'Reply to Conditional Offer' or a, 'Reply to Unconditional Offer' form with your offer letter. Please complete and return this form by email to internationaloffice@leedsmet.ac.uk

Please note that you must accept your unconditional offer in order to receive your CAS number. You will need the CAS number to obtain your visa. More information about this can be found on page 7.

Secure your Leeds Metropolitan CAS number with a pre-payment of 50% of your tuition fees, and benefit from faster enrolment and our 10% early payment discount too. More information about this can be found on page 12.

Please note that you must meet any conditions in your offer letter before you can register to study at the University.

Step 2 - Welcome Information Service

Once you have your course offer to study at Leeds Metropolitan you can use the Welcome Information Service available at; <https://welcome.leedsmet.ac.uk/main/index.htm>. This service gives you access to the information you need to start your course, including your course and faculty induction times.

As a new student you will be asked to register in order to log-in to this service for the first time.

It is very important that you read the information on this service carefully and follow the instructions, **including uploading a copy of your passport, visa and a photograph.**



Our International Office was ranked number one in the UK by our international students.

International Student Barometer



Step 3 - UK Immigration

Please note that immigration law is subject to change and you should ensure that you have the most up-to-date information from the UK Border Agency website. Please visit www.ukvisas.gov.uk/en for more information.

Some general guidance is below (correct at time of going to print), however do ensure that you consult the above website.

Do I require a visa?

If you are from the European Economic Area (EEA)/Swiss National you do not require a visa to study in the UK.

Other nationals who plan to study in the UK for less than six months can apply for a Student Visitor Visa using form VAF1D, which can be found at; www.ukvisas.gov.uk/en/howtoapply/vafs/.

However, the Student Visitor Visa does not permit working in the UK and you cannot extend the visa beyond 6 months. It is very important to note if you are taking a Pre-Sessional English course initially, but plan to stay in the UK to take study further; you would therefore require a Tier 4 General Student visa.

Other nationals who plan to study in the UK for more than six months must apply for a Tier 4 General Student visa before travelling to the UK.

What is a CAS?

Once you have fulfilled the conditions of your offer and accepted your Unconditional Offer, the University will send you a Confirmation of Acceptance of Studies (CAS) which includes a reference number. You will need this number to apply for your visa.

When should I apply for my visa?

You must not submit your visa application more than three months before the course start date. The application requirements are very strict so you must ensure that you provide all the correct documents and can demonstrate the level of funds to support your application.

How do I apply for a visa?

Follow the instructions at www.ukvisas.gov.uk/en.

If you have a specific problem and cannot find the answer in any of these documents, please email internationalstudentadvice@leedsmet.ac.uk.



Step 4 - Accommodation

Carnegie Village located on Headingley Campus



A bedroom at Liberty Park



A kitchen at the state-of-the-art Opal residences



Award-winning Kirkstall Brewery

By the time you read this you will hopefully have already applied for your accommodation.

As a student of Leeds Metropolitan University you have the option of three types of accommodation: our University Halls of Residence, Mary Morris International Residence or privately rented accommodation.

Choosing your accommodation is an important decision as the contracts are legally binding for a set length of time and cannot be cancelled. You are therefore legally bound to pay the rent until the end of the contract even if you decide to leave early.

Please ensure that you check with your accommodation provider which items will be supplied and what you should bring with you. Items to consider are cooking utensils and bedding, etc, though often it will be cheaper to buy these on arrival rather than transporting them from your home.

University Halls of Residence

If you are studying at City Campus, the following residences are within easy travelling distance:

Sugarwell Court; Woodhouse Flats; Opal; Carlton Hill; Liberty Park; Mill Street.

If you are studying at Headingley Campus, the following residences are within easy travelling distance: Kirkstall Brewery; Woodhouse Flats; Carlton Hill; 1 Mill Street; Royal Park Flats; Carnegie Village.

Once you have accepted your offer to study at the University you can apply for accommodation online at; <http://accommodation.leedsmet.ac.uk>. The application system is now open!

Accommodation is guaranteed for January starters. Applications can be made at any time, although it is advisable to apply early.

Prices for the Halls vary depending upon the standard of your room and the facilities. The latest rent charges and detailed information about each hall are available on the website at; www.leedsmet.ac.uk/accommodation/.

Our Accommodation Office is here to give you advice and information to help you find the right place to live. We have a number of rooms available that you can book for a short time if you arrive in Leeds before your accommodation contract starts. The cost will be between £15 and £25 per night.

Following your arrival we will arrange for a tour of Leeds Metropolitan University Halls of Residence and provide you with details of all the accommodation options available. If you have not already booked accommodation and think that this may be an option for you, please email the Accommodation Office with your expected arrival date and the number of nights for which you would like to reserve accommodation.

Email: accommodation@leedsmet.ac.uk

Telephone: + 44 (0) 113 812 5927

Visit: www.leedsmet.ac.uk/accommodation

Step 4 - Accommodation

A bedroom in Kirkstall Brewery



Sugarwell Court



State-of-the-art Opal residences



A kitchen in Carnegie Village

Mary Morris International Residence

Located near Headingley Campus, this residence offers a range of self-catering accommodation to international students including Halls of Residence, shared houses, self contained flats to family accommodation. Applications should be made directly to the residence rather than through the University's Accommodation Office.

Email: admin@marymorris.com
Telephone: + 44 (0) 113 2844 600
Visit: www.marymorris.com

Privately Rented Accommodation

Privately rented accommodation is available through Unipol Student Homes, a housing agency supported by our university. Unipol can help you find good quality private accommodation in Leeds. Their advice is free and unbiased and only landlords with a good track record are permitted to advertise through Unipol.

If you are booking private accommodation it is important that you do not sign a contract until you have seen the property in person. It is a good idea to come to Leeds early and take some time to view different properties to get an idea of what is available in your price range and the most suitable locations.

Email: info@unipol.leeds.ac.uk
Telephone: + 44 (0) 113 243 0169
Visit: www.unipol.leeds.ac.uk

Accommodation for students with families

Unfortunately, there is no University Halls of Residence accommodation for families. We advise students with families to seek accommodation with either Mary Morris International Residence, or privately rented accommodation through Unipol.

Accommodation for students with disabilities

Some rooms in University accommodation have been adapted to suit students with a range of disabilities. If you have particular accommodation requirements please contact the Accommodation Office well in advance to ensure that any special arrangements are taken care of prior to your arrival. We also recommend that you register with our Disabilities Support team so that reasonable adjustments can be made to your learning environment. Please contact disabilityservices@leedsmet.ac.uk for more information.

“ My accommodation at Opal is close to the city and the Rose Bowl, which is very convenient for my courses and for my social life! The accommodation is incredibly safe with CCTV cameras, 24-hour security and access entry system.”

Quy Cai, 20, BA (Hons) Accounting & Finance, Zhuzhou, China

Step 5 - Pay your Tuition Fees

Tuition Fee Charges

Your tuition fee will vary dependent on your course and your fee status (either Overseas or Home/EU) and should be detailed on your offer letter. You can check individual course fees online at; www.leedsmet.ac.uk/study/findacourse.htm.

Scholarships

If you pay fees at the Overseas rate and are studying on a full-time programme of study you will receive a £1000 scholarship towards your tuition fees. This applies to the first year of your course only.

Early Payment Discount

The University is offering a 10% early payment discount to all Overseas fee status students who pay the full (discounted) tuition fee for the 2011/12 academic year to the University by 6 January 2011 if your course starts in January 2011. Please note this is the date by which your payment must reach the University; you should also ensure that your payment will be sufficient after the deduction of any bank charges that may be levied when transferring funds. The early payment discount cannot be claimed in conjunction with any other discount, however if you are eligible for the £1,000 guaranteed scholarship you should deduct this before calculating the 10% discount.

When to Pay

If you are charged at the overseas rate of fee, you must pay a minimum of 50% of your annual tuition fee before or at the very start of the course to be able to complete your enrolment at the University. Any remaining balance is due for payment within four months of the official start date of the course. We do advise that you pay your fees in full by 6 January 2012 to benefit from the early payment discount.

Payment for CAS

Secure your Leeds Metropolitan CAS number with a pre-payment of 50% of your tuition fees, and benefit from faster enrolment and our 10% early payment discount too.

How to Pay

It is important to include your name and university student ID number when you pay. Full details of all the University's payment options can be found at: www.leedsmet.ac.uk/fin.

Pay Online

Although other payment methods are available, whether paying 90% by 6th January in order to qualify for 10% early payment discount or making the required minimum payment of 50%, we encourage you to use our online payment facility because it is convenient and secure. When making payments online you will need to follow a short registration process. This facility also offers Paypal as a payment option. You are expected to calculate the amount to pay yourself; therefore you must determine the full value of your tuition charge for the 2011/12 academic year. Please use this link to pay online: <http://www.leedsmet.ac.uk/students/tuition-fees-payment.htm>



By Bank Transfer

The University's bank account details are as follows:

Account Name: Leeds Metropolitan University

Bank Name: Lloyds TSB

Address: Business & Corporate Service Centre
6/7 Park Row LEEDS LS1 1NX

Sort Code: 30-00-05

Account No: 04455227

Swift Code: LOYDGB21007

IBAN Code: GB37LOYD30000504455227

Please ensure that the student name and student ID number are quoted by the bank when sending payment.

By telephone

+ 44 (0)113 812 3832 or + 44 (0)113 812 3407
please have your credit/debit card details and student ID number ready.

By a Sponsor (such as a Company, Charity or Government Body (excludes EU students receiving a UK Government loan*))

If your fees are being paid by an employer, government or other organisation (not a friend, relative or loan agency) you should arrange with them to pay before (or at the start of) each academic session. By doing so, sponsors of Non-EU students can also qualify for the 10% early payment discount. Where payment in advance is not possible, you must provide (at the start of each academic session) a letter confirming funding from the organisation which states the amount of their contribution and gives the name and address to which the invoice must be sent.

If you do not provide such proof of funding, you will be regarded as a self-funding student and you will be required to pay yourself. Invoices issued to sponsors state that payment must be made within 28 days of the invoice date. Instalment arrangements are not available to sponsors. If you are funded by a sponsor you should note that you are responsible for ensuring that the fees are paid in accordance with the University's payment terms. Any fee not paid by your sponsor becomes your responsibility.

*EU students who are funded through a UK Government undergraduate loan scheme should ensure that they are able to provide proof of funding.

Living Expenses

Please do not arrange for your living expenses (other than for University's Halls of Residence fees) to be paid into our university's bank account as we do not provide a 'paying-on' service of this kind.





Step 6 - Preparing for your studies

Study Preparation

The teaching, learning and assessment style in the UK maybe different to what you have been used to in your own country and it can take a few weeks to adjust to this change. Before you arrive in the UK you can begin to develop new study skills to best prepare you for your academic life at Leeds Metropolitan with the Prepare for Success website; www.prepareforsuccess.org.uk.

Guidance

Education UK and UKCISA produce a wide range of guides to help you make the most of your time studying in the UK. Please read the following guides for more information;

Education UK – Comfort Zone:

www.britishcouncil.org/educ-comfort-zone.pdf

UKCISA – Information Sheets:

www.ukcisa.org.uk/student/information_sheets.php

Enhance your English skills

We offer a range of English preparation courses to either enhance your English and academic skills in general, or to help you meet your conditional offer requirements. These courses give important preparation for a successful study experience at Leeds Metropolitan. For more information please visit www.leedsmet.ac.uk/international/english/index_courses.htm.

How to study in the UK (ECIS) - Free academic English and study skills classes for international students

This course offers support with Academic English and study skills, as well as helping students to adapt to the British university system and general life in the UK. It is available for both undergraduate and postgraduate international and EU students whose first language is not English. This programme is offered free of charge to international students enrolled on a full-time course at our University. A small fee will be charged to EU students. For more information, please visit www.leedsmet.ac.uk/international/english/index_ecis.htm.



“I have learnt some great academic skills to help me with my Masters course, such as reflections, critical thinking and research skills. I've also learnt how to use, and get the most out of the library and been shown the cultural aspects of living in the UK. Leeds Metropolitan provides excellent support to international students to help them get the best out of their course and their experience in the UK.”

Murrad Mohammed, Pre-Masters, Khartoum, Sudan

London Heathrow

By train – 4 hours

By coach – 6 hours

London Gatwick

By train – 5 hours

By coach – 7 hours

Manchester Airport

By train – 1 hour

By coach – 1 hour



Step 7 – Travelling to Leeds

When should I arrive in Leeds?

If you are starting your course in January 2012, you should arrive by 25 January in order to participate in your International Welcome Programme and course inductions.

How do I get to Leeds?

It is best to arrive at Leeds/Bradford International Airport or Manchester Airport; it is easy to travel from these airports to Leeds Metropolitan University. If you arrive at these airports between 23 and 30 January you may be able to take advantage of the Meet and Greet Welcome Services (see page 19).

Leeds Bradford International Airport is a short taxi ride to Leeds Metropolitan University and Leeds city centre. The taxi journey will cost approximately £20.

Manchester Airport is a one hour train or coach journey to Leeds City Centre. The train journey will cost approximately £20 and the coach journey will cost approximately £12. The train station is within the airport.

London Heathrow Airport is a 6 hour journey by coach to Leeds and costs approximately £30. It is possible to travel by train to Leeds but you would need to change stations in the centre of London, which is difficult when you have luggage with you. We therefore recommend that you take the coach rather than the train.

London Gatwick Airport is a 7 hour journey by coach to Leeds and costs approximately £40. It is possible to travel by train to Leeds but you would need to change stations in the centre of London, which is difficult when you have luggage with you. We therefore recommend that you take the coach rather than the train.

Immigration

You will need to undergo immigration procedures at the airport. Please ensure that you are carrying all of your important documents in your hand luggage. These include (but may not be limited to) your passport, visa, proof of fees paid (if paid in advance), sponsorship letter (if you are being sponsored), proof of funds to support yourself in the UK, original academic qualification certificates and English language tests, marriage and birth certificates if you are travelling with your family.

If the Immigration Officer grants you temporary admission only, please contact the International Student Advisor as soon as you arrive in Leeds.





Step 8 - Meet and Greet Service

If you arrive at Leeds Bradford Airport or Manchester Airport between 0900 and 2100 from 23-30 January you can register for the Meet and Greet Service.

What is the Meet and Greet service?

This is a welcome service offered by our current students who will meet you on arrival and guide you to the easiest method of transportation to take you to your accommodation. They will also help you with any problems and answer any questions you may have.

What does the Service cost?

The Meet and Greet Service is free of charge but you will need to pay for your taxi journey from Leeds Bradford Airport (approximately £20) or Leeds train station (approximately £10), or your train fare from Manchester Airport (approximately £20).

However, on Tuesday 24 January 2012 we will run free transfers by coach from Manchester Airport.

Do I need book the Meet and Greet Service?

Yes, you must book your place at least 3 days in advance by completing the online form at www.leedmet.ac.uk/international/prearrival/meetandgreet/form. You will receive a booking confirmation and information about the service including how to identify the Meet and Greet Team, and an emergency number to contact if you are delayed.

EMERGENCY CONTACTS AFTER ARRIVAL

If you have any queries or problems, please contact:
Weekdays 9:00 – 17:00 (BST)

Leeds Metropolitan University
Brontë Hall
Headingley Campus
Leeds, LS6 3QW
Tel: +44 (0) 113 812 1111

Outside these hours, please contact:
University Security Office
(Emergency after office hours only)

James Graham Building
Headingley Campus
Leeds, LS6 3HF
Tel: +44 (0) 113 812 3165





Step 9 - International Welcome Programme

When you arrive in Leeds there are several events that will help you start life at our University. It is important that you attend these:

- International Welcome
- Faculty and Course Inductions
- Social programme activities

International Welcome Programme

25 – 29 January 2012

Your International Welcome Programme provides you with the opportunity to settle into the University before the UK students arrive on the campus. You will learn all about the support we provide for international students, and will be able to get information on a wide-range of issues such as study styles, healthcare, safety, banking, working and socialising in the UK. There is the opportunity for you to register with a doctor, open a bank account, learn more about Leeds, visit the historic city of York and make new friends.

The International Welcome Programme starts on the 25 January, so please arrive in Leeds before this date. The programme will mainly take place at City Campus on Wednesday 25 January, with your Faculty or course inductions taking place on either City Campus or Headingley Campus. The schedule of activities will be published on our website at: www.leedsmet.ac.uk/international/prearrival - click on International Welcome! You will be given a schedule and checklist of activities, which you must complete when you arrive at the University.

Welcome Week

Wednesday 25 January

Check-in at the International Students' Welcome Desk on Level 2 in the Rose Bowl at City Campus or the Helpzone at Headingley Campus – please bring your passport and tuition fee payment.

Information Fair – Information will be available on clubs and societies, safety, volunteering, the social programme, English Language and study skills courses, careers and library services, excursions, travel and transport, and more.

Exchange Students' Induction – Exchange students please attend this induction it is very important that you find out how to commence studying at Leeds Metropolitan. You will be contacted with details of room and times.

University Induction – It is very important to attend this session to learn about important aspects of life in the UK and the support for international students, such as how to open a bank account, study skills in the UK, health care, transport, safety and much more.

Thursday 26 January

Check-in at the International Students' Welcome Desk on Level 2 in the Rose Bowl at City Campus or the Helpzone at Headingley Campus – please bring your passport and tuition fee payment.

Faculty/Course Inductions - Please check the Welcome Information Service for more information on your course induction at: <http://welcome.leedsmet.ac.uk>.

Welcome Party – Enjoy a Yorkshire welcome at our barn dance with a live band, meet other new students and sample some Yorkshire food. Collect your free ticket from one of the Helpzones in advance.

Friday 27 January

Check-in at the International Students' Welcome Desk level 2 in the Rose Bowl at City Campus or the Helpzone at Headingley Campus – please bring your passport and tuition fee payment.

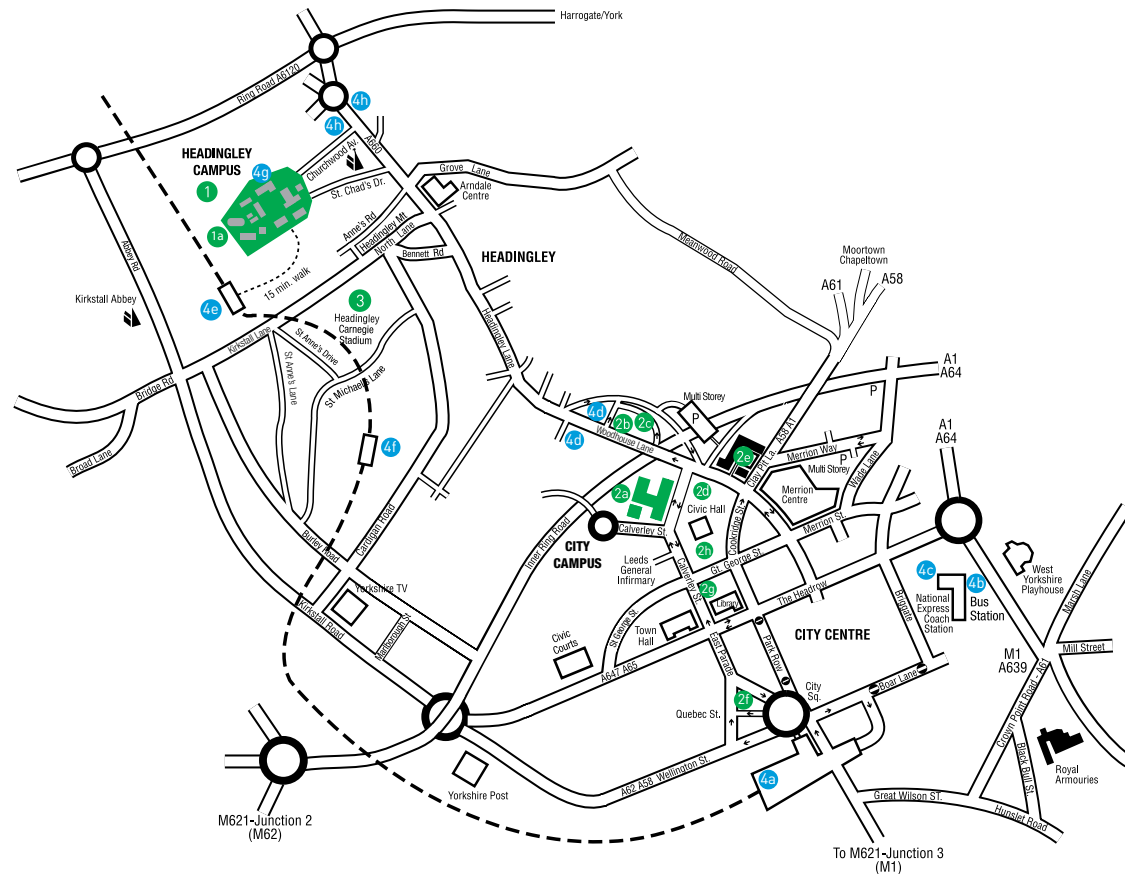
Buddies Event - Make new friends quickly and get support and advice from current students through our Buddies Scheme.

Library Tours – Learn how to use our extensive library resources.

Saturday 28– Sunday 29 January

Weekend activities including a Leeds Orientation walk and a trip to Historical York.

Campuses & Accommodation Map



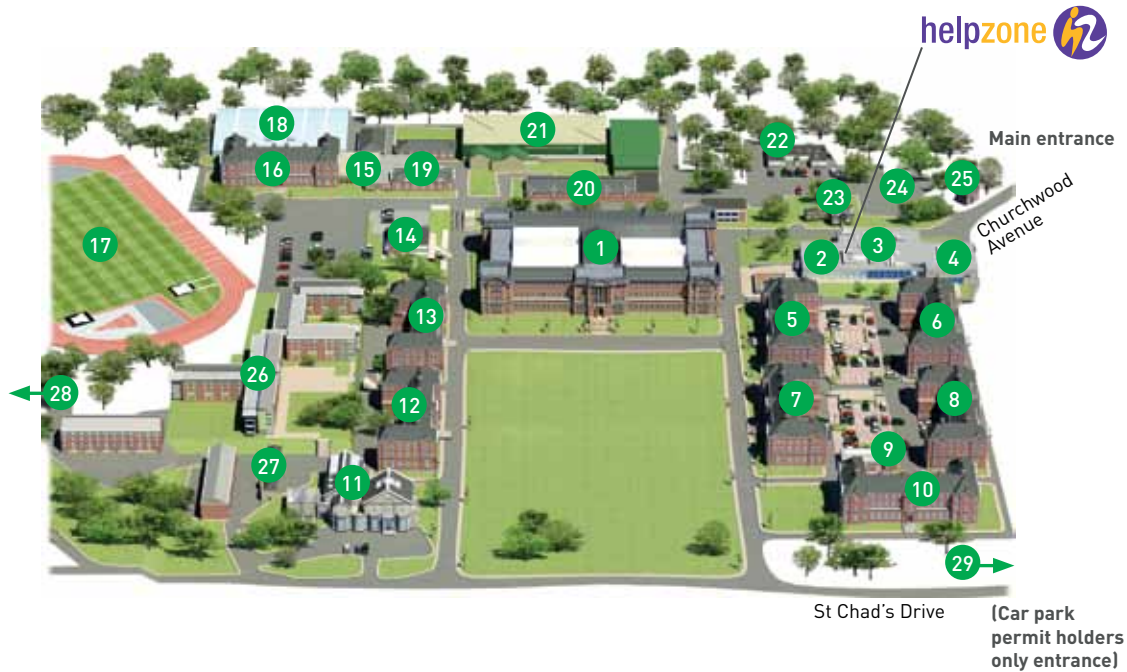
- | | |
|--|--|
| <p>1 Headingley Campus
 1a Carnegie Village Halls
 2 City Campus
 2a Leslie Silver Building, Calverley Building, Woodhouse Building, Portland Building
 2b Broadcasting Place – Humanities Building
 2c Broadcasting Place – Arts Building
 2d The Rose Bowl
 2e Queen Square
 The Northern Terrace
 Queen Square Court
 2f Cloth Hall Court
 2g Old School Board
 2h Electric Press Building</p> | <p>3 Headingley Carnegie Stadium Carnegie Stand and Carnegie Pavillion
 4 Travel
 4a Leeds City Train Station
 4b Leeds City Bus Station
 4c National Express Coach Station
 4d City Campus Bus Stops
 4e Headingley Train Station
 4f Burley Park Train Station
 4g Headingley Campus Bus Stop (on campus)
 4h Headingley Campus Bus Stops (Otley Road)</p> |
|--|--|

City Campus



- | | |
|--|--|
| <p>A. Leslie Silver Building
 B. Woodhouse Building
 C. Portland Building
 D. Calverley Building
 E. Old Broadcasting House
 F. Queen Square House
 G. The Northern Terrace
 H. Queen Square
 I. Hepworth Point
 J. Cloth Hall Court</p> | <p>K. Old School Board
 L. Electric Press Building
 M. The Rose Bowl
 N. Broadcasting Place – Humanities Building
 O. Broadcasting Place – Arts Building
 P. Car Parking
 Q. Millennium Square
 R. Cycle Parking
 S. The Wellness Centre - 10 Queen Square
 T. Train Station</p> |
|--|--|

Headingley Campus



- | | |
|-------------------------------|---|
| 1 James Graham | 16 Carnegie Hall |
| 2 Reception/Helpzone | 17 Athletics Track |
| 3 The Food Court | 18 Carnegie Regional Indoor Tennis Centre |
| 4 Students' Union | 19 Carnegie Research Institute |
| 5 Caedmon Hall | 20 Swimming Pool |
| 6 Priestley Hall | 21 Blue/Green Sports Hall |
| 7 Leighton Hall | 22 IT Building |
| 8 Macaulay Hall | 23 The Cottage |
| 9 Health Centre | 24 Pay & Display Car Park |
| 10 Brontë Hall | 25 North Lodge |
| 11 The Grange | 26 Carnegie Village |
| 12 Cavendish Hall | 27 The Coach House |
| 13 Fairfax Hall | 28 Landscape Resource Centre & Experimental Gardens |
| 14 Design & Technology Centre | 29 South Lodge |
| 15 Carnegie Sports Reception | |

Important Notices

Important notice for non-UK citizens

Leeds Metropolitan University is required by law to co-operate fully with the UK Borders Agency in the monitoring and control of non-UK citizens who enter the UK for the purposes of study. Such co-operation includes the disclosure of information about individual students concerning their status, mode of study, attendance and contact details.

This guide is intended for information purposes only. Although the University has made reasonable efforts to ensure that the information presented in the guide is accurate at the time

of writing, the University does not represent or guarantee this to be the case. The University does not accept any liability for any errors that the guide may contain or for any subsequent changes, whether or not on the part of the University, that may affect the information provided. To the fullest extent permitted by law, the University excludes all liability (including direct, indirect, special incidental, or consequential damages) arising out of the use of the guide. If you have any concerns about the accuracy or completeness of any of the information set out in this guide, you are advised to contact the International Office.



Important Contact Information:

International Office

Brontë Hall
Headingley Campus
Leeds, LS6 3QW
Telephone: +44 (0) 113 812 1111
Fax: +44 (0) 113 812 1776
Email: internationaloffice@leedsmet.ac.uk
www.leedsmet.ac.uk/international

International Student Advice Service

Telephone: +44 (0) 113 812 5262
Email: internationalstudentadvice@leedsmet.ac.uk
www.leedsmet.ac.uk/international/help-and-support.htm

Accommodation Office

Telephone: + 44 (0) 113 812 5927
Email: accommodation@leedsmet.ac.uk
Visit: www.leedsmet.ac.uk/accommodation

University Security Office (Emergency after hours contact)

James Graham Building
Headingley Campus
Leeds, LS6 3HF
Telephone: +44 (0) 113 812 3716

Leeds Metropolitan University Switchboard

Telephone: +44 (0) 113 812 0000

