



# **international student guide**

information for international students in the UK



# introduction

South Thames College is a multi-national and multi-cultural community, with students from more than 100 countries. Many of our “UK students” also have an international background, with family and connections in various parts of the world.

However, most of our students are UK residents, and the College’s main purpose is to meet the education and training needs of our local and regional community; “a key aspect of the College’s work is to ensure Londoners have the opportunity to develop the skills necessary to actively participate in maintaining London’s position as a world city and ... to be able to share in its success .“

In some ways, all students who are not normally resident in the UK, or who have not had their previous education here, might be “international”. However, UK Government regulations about, for example, fees or immigration, classify students differently depending on whether you are a national of, and resident in, the EU, the EEA / Switzerland or a country outside these areas:

## European Union - EU

Austria, Belgium, Bulgaria\*, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland (Eire), Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania\*, Slovak Republic, Slovenia, Spain, Sweden & the UK. \* A2 member states



## European Economic Area - EEA + Switzerland

the EU countries plus Iceland, Lichtenstein and Norway; also Switzerland

## notice

1. South Thames College - STC - welcomes international students, including many taking English for International Students (EIS) courses. STC will provide education, training and related services to international students when this is possible and appropriate
2. STC will enrol international students onto appropriate STC courses based on educational needs and objectives. However, STC’s statutory purpose is to meet the education and training needs of our local community; most of our students are UK residents, and these must be our priority
3. STC will provide necessary information and advice to international students who we enrol, but it is not the College’s role to act as a general source of advice & information for all international students. Information about matters and organisations outside STC is provided as general guidance only; it is not specific advice or recommendation
4. STC will provide information, advice and guidance to non-enrolled international students when this is possible and reasonable, but the focus of this service is to help prospective students understand what STC can offer them
5. UK Government regulations on education fees & funding classify students as Home or Overseas. These regulations do not permit public funds to be used for Overseas Students; the College receives no public funding for these students
6. STC has no obligation to enrol an overseas student on a course, or to provide any form of education, training or related services to an overseas student; these are provided at the College’s discretion
7. STC will only provide these services within the framework of UK Immigration Rules and UKBA requirements for people subject to immigration control for entering and remaining in the UK
8. We will discuss with you which course, class or level is suitable for you. However, STC will make the final decision about what is appropriate for you, based on your educational objectives and our professional assessment of your educational needs
9. South Thames College will not enrol an overseas student on a course if:
  - i. we consider that STC does not have an appropriate programme of study for the person’s individual situation at a particular time, or
  - ii. we consider that this person is not a “serious” or “genuine” student (with reference to the requirements of the Immigration Rules), and/or
  - iii. this would result in STC knowingly helping to create circumstances that would place this person or the College in breach of the Immigration Rules
10. **Students Subject to Immigration Control** - We will copy and store your passport and visa details when you enrol. We will keep records of “Visa Letters”, Confirmation of Acceptance for Studies (CAS) and other documents issued to you, and of your attendance and punctuality. Information about your application, enrolment, attendance and progress at STC will be given to the UK Border Agency (UKBA) for purposes connected with immigration
11. South Thames College is a UKBA licensed sponsor for Tier 2 General & Tier 4 Students within the Points Based System for Visas. Our Sponsor Licence Number (SLN) is PY2FHWMHO

The contents of this document relating to matters and organisations outside STC are for information only and do not constitute advice. STC offers this document in good faith on the basis of the best information it has available. Readers of this document should not rely on it when making, or refraining from making, any decision about such matters, and must take responsibility for their own decisions. See also the statements at the bottom of page 13.

## contents

	<b>page</b>
1 Information & Enrolment .....	2
2 Admissions Requirements .....	3
3 Home or Overseas Fees ? .....	3-4
4 Course Fees for Overseas Students .....	5
5 Immigration and Student Visas .....	6
6 Police Registration .....	8
7 Registering with your Embassy .....	8
8 Students and Work .....	9-10
9 Au Pairs .....	10
10 HealthCare .....	11
11 Other Information .....	12
Bank Accounts; Council Tax; Travel Cards & Discounts; Emergency Services	

# 1 information & enrolment

South Thames College London offers education, training and qualifications to international students in:

1. **Academic & Vocational studies;** Further Education - FE  
- Academic; preparation for Higher Education  
- Vocational; work-related training
2. **Higher Education - HE**  
including Foundation Degree, Higher National Diploma (HND), Higher National Certificate (HNC), postgraduate courses & more
3. **English for International Students - EIS**  
For students whose previous education was not in English, who do not have an English language background

STC also offers:

1. Community Learning Programme, usually short, part-time and for leisure or personal development. These do not have a qualification and are not acceptable for student visa purposes
2. ESOL, English for Speakers of Other Languages, for people living permanently in the UK, refugees and asylum seekers who are receiving benefit

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## course information & prospectuses

### students outside UK

1. For students outside the UK who can't come for interview, we have **international student course guides** with details of courses, application process and an application form:
  - **higher education** (degree level studies)
  - **academic & vocational studies**
  - **english for international students**
2. If you need an international student course guide for a friend or relative outside the UK, you can download them at – [www.south-thames.ac.uk/international](http://www.south-thames.ac.uk/international)
3. You can also ask for a guide at Student Services at a College campus or from the College Enquiry Unit - see page 13 for details

### students in UK

This information is available from Student Services at any College campus or from the College Enquiry Unit

1. **Academic & Vocational - FE/HE - studies**  
students in the UK can use a College UK course guide
2. **English for International Students - EIS**  
our EIS Course Information (UK) leaflet has details of courses and enrolment / test times for students in the UK
3. Our **courses for leisure & personal development** guide mainly features short, "part-time" courses

### Student Visas

UK immigration regulations (pages 6 - 8) require 15 hours per week of day-time studies:

This should be one course or 2-3 related courses, often a main course and additional studies, maybe English, which form a coherent study programme leading to a clear educational or career objective

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## applications

### students outside UK

1. Applicants not in the UK **must** use a "non-UK" International Student application form
2. Download one from [www.south-thames.ac.uk/international](http://www.south-thames.ac.uk/international) or get one from Student Services or College Enquiry Unit - page 13
3. We cannot consider an application unless and until we receive all information and documents requested on the form
4. If an applicant meets the entry requirements and is suitable for the course, we will send a "Provisional Offer" document
5. Details of enrolment and payment procedures for students outside the UK are in our international student course guides and Provisional Offer documents

### students in UK

#### academic & vocational studies

1. You can use an application form in any of our prospectuses, or our on-line application for interview
2. We will then arrange an interview; this may be a few weeks after we receive your application, particularly if you apply for a popular course and/or at a busy time
3. You should bring copies of relevant qualifications and certificates to your interview. For a course in Art / Design / Media / Performing Arts / Music, you should also bring a "portfolio" or other samples of your creative work
4. If the interviewer is satisfied that a course is suitable for you, and that you meet the entry requirements for that course, s/he will give you a Provisional Course Offer
5. To confirm your place you must enrol; see below

#### english for international students - EIS

1. Enrolment / Test details are in EIS Course Information
2. Get this from Student Services at a College campus or [www.south-thames.ac.uk/FA8/English\\_for\\_International\\_Students\\_-\\_EIS](http://www.south-thames.ac.uk/FA8/English_for_International_Students_-_EIS) or from [studentservices@south-thames.ac.uk](mailto:studentservices@south-thames.ac.uk)
3. You should then go to one of the sessions; you do not need to send an application in advance

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## enrolment / registration

### students in UK

#### academic & vocational studies

1. If you are given a Provisional Offer, to confirm your place you must enrol for the course and register as a student of the College; payment is required
2. Take your Provisional Offer, and payment, to Student Services, normally at the campus where your course will be - see page 5 for details of fees and payment arrangements
3. Enrolment Conditions apply when you study as an overseas student at this College. If you accept our offer of a place and enrol, these will be part of your contract with the College. Details will be provided at registration; they are available in advance from the International Office
4. To apply for, or to extend, a Student Visa, you need a letter that confirms your enrolment, course details, course fees and payment arrangements. The College can provide a letter after you have enrolled and receipt of your payment is confirmed.
  - Ask at Student Services at any College campus
5. If Entry Clearance / Further Leave to Remain is refused, fees paid can usually be refunded, less an administration charge, on production of a copy of the official confirmation of refusal

#### english for international students - EIS

1. After your test & interview, if the interviewer is satisfied that you meet the entry requirements for a course, and there is a place available, s/he will offer you a place and give you a College Enrolment form
2. To confirm your place, you must enrol for the course(s) and register as a student of the College; EIS course fees must be paid in full
3. EIS courses are organised into "terms" (about 3 months); you can enrol for several terms (up to 2 years) at the same time
4. Enrolment Conditions apply when you study as an overseas student at this College. Details will be provided if we offer you a place. If you accept our offer of a place and enrol, these will be part of your contract
5. To apply for, or to extend, a Student Visa, you need a letter that confirms your enrolment. EIS Admissions can provide a letter, for the period covered, when receipt of your payment is confirmed. Ask at EIS Admissions in Putney
6. If Entry Clearance / Extension of Leave to Remain is refused, tuition fees can be refunded subject to conditions

## 2 admissions requirements

### academic & vocational studies

#### academic qualifications

Details of the academic entry requirements for our courses are listed in our course guides and on our internet site

#### english language

- To successfully complete your chosen study programme, you need a good level of fluency in written and spoken English
- We require evidence that you have an acceptable level of spoken & written English for the course you want to take
- You need to demonstrate a good level of English through an internationally recognised examination or test; see below

#### if english is your first language, or your previous education has been in english

You must have GCSE / GCE O level English language at grade C, or equivalent, such as Caribbean Examinations Council (CXC) Secondary Education Certificate, West African Examinations Council (WAEC) Senior [Secondary] School Certificate, IGCSE or Cambridge Overseas School Cert.

#### if your first language is not english, or you have not been educated mainly in english

For most courses, you must have the following, or equivalent:

- IELTS average score of 5.5, minimum 5.0 in each section
- Cambridge First Certificate (FCE), grade C
- English (ESOL) Skills for Life, level 1
- Cambridge Business English Certificate, Vantage level, Pass

For Foundation Degree or HND, our requirement is:

- IELTS average 6.0, minimum 5.5 in each section (6.5, minimum 6.0 in each section, preferred)
- Cambridge Advanced Certificate (CAE), grade C
- English (ESOL) Skills for Life, level 2
- Cambridge Business English Certificate, Higher level, Pass
- Other internationally English language qualifications may be acceptable if we can assess their equivalence
- If you do not have evidence of your level of English, you should take the IELTS test

#### IELTS - international english language testing system

- Specified IELTS scores are accepted for admissions by colleges and universities in UK, Australia, Canada, New Zealand & US
- Professional organisations and employers accept IELTS: UK General Medical Council, UK Ministry of Defence, New Zealand Immigration Service, Australian Department of Immigration & Multicultural Affairs and Australian Medical Council
- IELTS is run by the British Council, Cambridge English and IDP Education Australia



## 3 home or overseas fees ?

Regulations of the UK Government and its agency, the Learning & Skills Council (LSC), classify students in state colleges as Home or Overseas:

1. Education (Fees & Awards) Regulations
  2. LSC Funding Regulations
- The introduction to Education Fees & Awards regulations states: " 'overseas' students .. should not be subsidised from public money, but should .. meet the full cost of their study .. Regulations allow institutions .. to charge a higher fee to 'overseas' students than to 'home' "
  - Colleges can apply for public funds for students assessed as Home who enrol to study for officially recognised qualifications
  - Colleges do not receive public subsidy for Overseas students
  - To apply for public funds, a college must confirm that a student meets the conditions of the regulations and is required to make an assessment of your fee / funding status
  - Our College registration form (Learning Programme Agreement - LPA) has questions about your status in the UK. You may need to provide documents to confirm your circumstances
  - Documents to confirm status must be official, normally from the Home Office or other government department or agency

#### please note

- Fee regulations are complex. They include conditions of nationality, immigration status and residence, but categories are not always the same as other government regulations. A right of residence in the UK does not necessarily mean that fee regulations classify a person as a Home Student
- This information is a general guide, not College advice on an individual situation or a definitive assessment of individual status
- The College can only make a decision about a person's fee / funding status based on specific details and documents that s/he provides at enrolment and fee status assessment
- In some cases, we may need to consult before we can make a decision, which may take a few days
- Regulations change from time to time; the following information is accurate at 23 January 2009

#### home student status

A Home Student is a person who is assessed as being in one of the following categories:

#### UK nationals & persons settled in the UK

- A UK passport holder or a person *settled* in the UK, who:
  - a) has been *ordinarily resident* in the UK for 3 years before the *relevant date* (1 September, 1 January, 1 April) nearest the start of the course, *and*
  - b) whose residence in the UK was not as a student (wholly or mainly for full-time education)
- *Settled* means being resident in the UK without any time restriction (Visa / Leave to Remain / Residence Permit) on your length of stay, indicated by one of these passport stamps / stickers:
  - a) Indefinite Leave to Enter / Remain (ILE/R), or
  - b) Indefinite Residence Permit, or
  - c) Right of Abode in the UK

#### husbands / wives / civil partners of UK nationals or persons settled in the UK

If you are married to a UK national or a UK resident with settled status, and you are not an EEA or Swiss national:

1. You are a Home Student if:
  - a) you have Indefinite Residence / Leave to Enter / Remain in the UK, with no restriction on the period you can stay, or
  - b) you have otherwise been granted Settlement in the UK – see Recently Settled category, or
  - c) you have been resident in the UK with Leave to Enter / Remain as Husband / Wife (Spouse) for at least 1 year
2. You are Overseas if your Residence / Leave to Enter or Remain has a time restriction, usually up to 2 years, and you have been resident in the UK for less than 1 year

## europaan union nationals & family members

You must meet 3 conditions for EU student status:

1. You must be a national of an EU country, or certain "Overseas Dependent Territories" of EU countries, *and*
2. You must have been resident in the EEA or Switzerland or Overseas Dependent Territory, for the 3 years immediately before the course, apart from temporary absences, *and*
3. The main purpose of residence in the EEA / Switzerland / Overseas Territory during any part of the 3 year period must not have been to receive full-time education

## family members of EU nationals

Family members - Husbands / Wives / Civil Partners / Children - of EU (non-UK) nationals are also eligible if they meet the 3 conditions above, or

- a) have been ordinarily resident in England for the past 3 years, or
- b) have been ordinarily resident in the EU / EEA / Switzerland / Overseas Dependent Territory for the 3 years before the course and are now resident in England

## nationals of EU / EEA countries or Switzerland do not require documents to remain in the UK

- However, EU / EEA & Swiss nationals may find it useful to apply for an "EEC Residence Permit"
- Although a Residence Permit is optional for EEA & Swiss nationals, it is useful to have one if you need to provide evidence of the length of your period of residence in the UK – this may be necessary for university applications, or applications for financial support at university
- To apply for a Residence Permit, get an EEC form from the European Casework section at the UK Borders Agency (UKBA) – [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)



## recently settled in the UK

- You are a Home Student if you have settled in the UK within the three years before the start of the course, and had not previously settled or had the "right of abode" in the UK.
- *Settled* means ordinarily resident in the UK without any immigration restriction on the length of your stay: you must have Indefinite Leave to Enter / Remain or have Right of Abode in the UK

## refugees

You have been recognised as a Refugee by the UK Government, or are the husband / wife or child of such a person, and have been ordinarily resident in the UK since that time

## humanitarian protection or discretionary / exceptional leave to remain

You have been given Humanitarian Protection (HP), Discretionary Leave (DL) to Remain or Exceptional Leave to Enter or Remain (ELE / ELR) in the UK, following an application for asylum, or are the husband / wife or child of such a person, and have been ordinarily resident in the UK since that time

## asylum seeker receiving assistance

If you are, or you are the dependant of someone, waiting for a decision on an application for asylum, and you have temporary Leave to Remain, you are a Home Student if you are receiving:

- income based benefits or
- assistance under the Immigration & Asylum Act 1999, the Children Act 1989 or the National Assistance Act 1948 or
- assistance from the National Asylum Support Service

OR, if you are 16 - 18, are unaccompanied and are in the care of Social Services

If you are not receiving any of the benefits / assistance listed above, or are not recognised as a dependant for benefit purposes, the regulations classify you as Overseas

## EEA / Swiss migrant workers & family members

Norway, Iceland & Lichtenstein are members of the European Economic Area but not the EU. Switzerland has an agreement with the EEA.

A national of Norway, Iceland, Lichtenstein or Switzerland, can be a Home Student if you have been ordinarily resident in the EEA / Switzerland for the 3 years before the course and you are:

- a) a migrant worker, resident in the UK because of your work, or
- b) the child / husband / wife / civil partner of an EEA or Swiss national who is working in the UK, and you are resident in the UK as a dependant of that parent / partner

## certain categories of persons aged 16 - 18

The following groups of persons can be a Home Student:

1. 16 - 18 year olds with UK passports who have recently entered the UK (not accompanying parents)
2. 16 - 18 year olds who are nationals of other countries but who have been given "Right of Abode" in the UK (as indicated by a stamp in their passport)
3. 16 - 18 year olds accompanying parents who have Right of Abode or Leave to Enter the UK
4. 16 - 18 year old dependants of teachers coming to the UK on a teacher exchange scheme

## UK / EU nationals normally resident but temporarily absent

UK/EU national who "habitually, normally & lawfully lives from choice and for a settled purpose" in EEA / Switzerland, but has lived outside EEA / Switzerland for some or all of past 3 years because they, their parent / spouse / civil partner were temporarily working there

## please note children and guardianship

A non-EEA national under 18 who is the legal responsibility of an adult guardian who has Home status is a Home Student. There must be a (normally UK) court document to confirm this

## documentation

Documents to confirm status must be from government departments or agencies (not, eg, solicitor's letters) and be valid at the date you provide them

## 4 overseas student fees, 09 - 10

### academic & vocational studies

You are an Overseas Student if you are not assessed as Home / EU – see section 3 of this Guide for details.

1. Academic & Vocational course fees are for a study programme (normally more than 1 course) of more than 15 hours per week, as required for student visa purposes
2. Most “full-time” Academic & Vocational students take a programme that includes a “main course” (typically 12-14 hours) and 1-2 “supplementary” courses (usually 2-6 hrs)
3. Fees for Academic & Vocational courses of 12 hours per week or less, and for all EIS courses, do not include supplementary courses. If have paid “part-time” or EIS fees, you must pay the specified fee for any extra course(s)
4. Government education funding regulations classify any study programme of more than 12.5 hours per week as “full-time”
5. This definition of full-time is different of different from that of other government departments; Immigration, Council Tax, Social Security and others use different official definitions
6. Overseas Student course fees do not include additional expenses such as books, specialist equipment or support for a disability or learning difficulty

### study programmes up to UK level 3

These fees include exam / external assessment fees and, except ^, cover a study programme of 15 hours or more per week

1 academic year - £4,725

- can be paid in 2 instalments\* with a £100 charge

- less than 1 year - calculated as a proportion of £4,725

> 12 hours per week^ (“part-time”) - £9.20 per hour

### university foundation programme

This fee include exam / external assessment fees and covers a study programme of 18 hours per week @ STCL and module @ SMUC

1 academic year - £4,725

- can be paid in 2 instalments\* with a £100 charge

### study programmes @ level 4 - HNC etc

These fees include exam / external assessment fees and, except \*, cover a study programme of 15 hours or more per week

1 academic year - £5,435

- can be paid in 2 instalments\* with a £100 charge

- less than 1 year - calculated as a proportion of £5,435

> 12 hours per week^ (“part-time”) - £10.30 per hour

\* see payment arrangements & conditions

### HNDs & foundation degrees; levels 5+

- with Greenwich University, £7,000 - £8,650 per year

- with Kingston University, £9,000 - £10,050 per year (08-09)

- with South Bank University, to be confirmed



### payment arrangements & conditions

1. Course fees are normally due in full in advance of your studies, at or before enrolment
2. College regulations permit, at our discretion, payment of courses fees in 2 instalments + a £100 charge. The College reserves the right to require full payment at enrolment
3. You must remember that when you enrol you agree to pay the total amount
4. For 1 year study programmes of 12.5 hours per week or more, you can pay in instalments of 60% +£100 : 40%:  
1<sup>st</sup> at or before registration      2<sup>nd</sup> by 31.01.10
5. For study programmes at levels 1-3, the instalments are:  
1<sup>st</sup> £2,935      2<sup>nd</sup>, £1,890
6. For University Foundation Programme, the instalments are:  
1<sup>st</sup> £3,097      2<sup>nd</sup>, £1,998
7. For HNC / level 4 study programmes, the instalments are:  
1<sup>st</sup> £3,361      2<sup>nd</sup>, £2,174
8. For study programmes of 18 weeks to 2 terms, of 12.5 hours per week or more, 60% (+£100) : 40% instalments (as in 4)
9. For courses of up to 12 hours per week, fees of £1,500+ can be paid 60% + £100 : 40%
10. Fees below £1,500 must be paid in full at registration
11. If you pay fees by instalment, you must pay each instalment by the date specified
12. If you do not pay fees when due, and you do not give us what we consider to be a good reason, we may suspend your studies, and finally may cancel your enrolment
13. Details of payment arrangements and Overseas Student Terms & Conditions will be provided at enrolment; you can get a copy in advance from Admissions Offices

### enrolment & student visa documents

1. To enrol for academic & vocational studies and register as an STC student, course fees or a 1<sup>st</sup> instalment must be paid
2. Home Office / Student Visa documents can be issued after you have enrolled
3. If Entry Clearance / Extension of Leave to Remain is refused, fees paid can be refunded, less an application fee/admin charge (normally £500 for academic & vocational studies), if you give us a copy of the official confirmation of refusal

### scholarships / financial support

1. The College is unable to offer any grant, scholarship or other financial support to Overseas Students. There is no UK Government funding for these students
2. A few UK organisations have limited scholarship funds, but the chances of obtaining financial support are not good, and any amount you get is likely to be small
3. You can check organisations that offer scholarships:
  - [www.grantsforindividuals.org.uk](http://www.grantsforindividuals.org.uk)
  - [www.ukcosa.org.uk/pages/fundsource.htm](http://www.ukcosa.org.uk/pages/fundsource.htm)
  - [www.educationuk.org/scholarships](http://www.educationuk.org/scholarships)
  - [www.britishcouncil.org/learning-funding-links.htm](http://www.britishcouncil.org/learning-funding-links.htm)
  - [www.scholarship-search.org.uk](http://www.scholarship-search.org.uk)
  - [www.dsc.org.uk/index.html](http://www.dsc.org.uk/index.html)
4. Publications available in libraries include: The Educational Grants Directory, The Grants Register, & Directory of Social Change
5. You should also investigate financial support in your country, or from international organisations like UNESCO
6. In the UK, you should check with your Embassy / High Commission, with the Education Department if it has one

### english for international students - see separate fee information

1. EIS fees must be paid in full in advance
2. Home Office / Student Visa documents can be issued after you have registered and paid fees for a study programme, for the period covered by the payment
3. If Entry Clearance / Extension of Leave to Remain is refused, tuition fees can be refunded, with conditions as for other courses and administration fee of £250 (£125 for Summer Courses)

## 5 immigration & student visas

- UK Immigration Rules put conditions on how people subject to immigration control can enter or stay here
- Students from countries outside the EEA & Switzerland are subject to this immigration control
- Most students have no problems with the regulations, but you need to understand the rules affecting your entry and stay
- This information is mainly for people in the UK. Details for people outside the UK are in our Preparing to Start Your Studies guide, which we send out with an offer of place
- British citizens and others with "Right of Abode" in the UK are not subject to immigration control
- South Thames College is a UKBA licensed sponsor for Students within the Points Based System for Visas
- Our Sponsor Licence Number (SLN) is PY2FHWMH0

### EU / EEA nationals

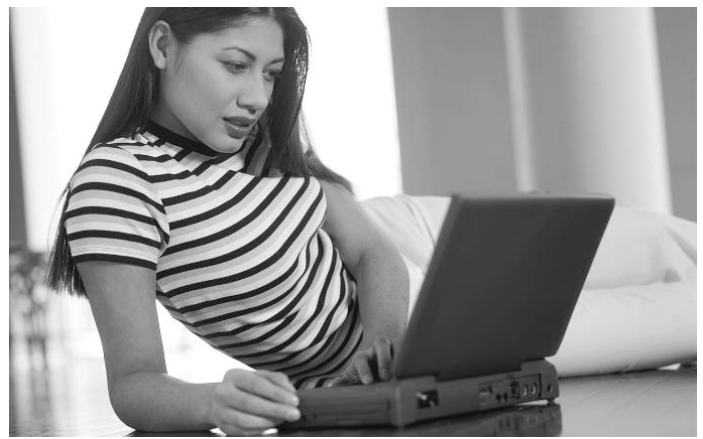
- Nationals of EU / EEA countries (see page 1) and Switzerland are not subject to immigration control, and do not require permission to enter and remain the UK
- A Residence Permit is optional for EEA & Swiss nationals, but EEA & Swiss nationals living in the UK may find it useful to apply for an EEA Residence Permit; one reason to have one is that you may need to provide evidence of the length of your period of residence in the UK
- To apply, get form EEC1 from the European Casework section of the UK Borders Agency – UKBA

### non-EEA nationals

- If you are a national of a country outside the EEA and are currently outside the UK, check your UK Visa / Entry requirements with your British Embassy / High Commission or using the UK Visas internet site - [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)
- To apply for Entry Clearance as a Student:
  - check the location of the nearest UK Embassy or High Commission with a Visa Section
  - check the process for Entry Clearance applications at that Visa office, and then get Visa Application form "VAF1"
- Details on applying for Entry Clearance are in our Preparing to Start Your Studies guide and Acceptance documents

### visas & entry clearance; outside UK

- A Visa is an Entry Clearance "sticker" that is put in your passport by an Entry Clearance Officer – ECO – at a British Embassy / High Commission
- Entry Clearance gives Leave (Permission) to Enter the UK
- Visa Nationals - see list opposite - and non-EEA nationals who wish to enter the UK for 6 months or longer must obtain a Visa / Entry Clearance in advance before travelling to the UK
- All persons who wish to come to the UK for study must apply for Entry Clearance as a Student, not as a Visitor, and must apply before they travel to the UK
- To apply as a student, you must use form VAF3; you can get this from a British Embassy/High Commission or the internet - [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)
- Students coming for less than 6 months can apply as a Student Visitor / Short-Term Student (STS) using form VAF1
- To apply as a Student / STS, you must show that you have been accepted on a course at an accredited school
- Entry Clearance applications can take some time; you must plan ahead and allow for this
- On arrival in the UK, an Immigration Officer may question you, so take all relevant documents in your hand luggage
- If you have a valid UK Visa you will not normally be refused entry on arrival unless your circumstances have changed, or you gave false information, or did not provide important facts



### visa nationals

#### the visa national list november 2008

Afghanistan	Albania
Algeria	Angola
Armenia	Azerbaijan
Bahrain	Bangladesh
Belarus	Benin
Bhutan	Bosnia - Herzegovina
Burkina Faso	
Burma (Myanmar)	Burundi
Cambodia	Cameroon
Cape Verde	Central African Republic
Chad	China*
Colombia	Comoros
Congo (Republic of)	Congo, Democratic Republic of
Cuba	Cyprus (northern part of)
Djibouti	Dominican Republic
Ecuador	Egypt
Equatorial Guinea	Eritrea
Ethiopia	Fiji
Gabon	Gambia
Georgia	Ghana
Guinea	Guinea-Bissau
Guyana	Haiti
India	Indonesia
Iran	Iraq
Ivory Coast	Jamaica
Jordan	Kazakhstan
Kenya	Korea (Dem. People's Rep)
Kosovo	Kuwait
Kyrgyzstan	Laos
Lebanon	Liberia
Libya	Macedonia
Madagascar	Malawi
Mali	
Mauritania	Moldova
Mongolia	Montenegro
Morocco	
Mozambique	Nepal
Niger	Nigeria
Oman	Pakistan
Palestinian Authority	
Peru	Philippines
Qatar	
Russia	Rwanda
Sao Tome e Principe	Saudi Arabia
Senegal	Serbia
Sierra Leone	Somalia
Sri Lanka	Sudan
Surinam	Syria
Taiwan	Tajikistan
Tanzania	Thailand
Togo	Tunisia
Turkey	Turkmenistan
Uganda	Ukraine
United Arab Emirates	Uzbekistan
Vietnam	Yemen
Zambia	Zimbabwe

\* Unless your passport is issued by Hong Kong SAR or Macao SAR

## non-EEA nationals in the UK

### extension of visa / residence permit

1. If you entered the UK with Entry Clearance as a Student, or you already have "Limited Leave to Remain / Limited Residence Permit" as a Student, you can apply in the UK, to the UK Border Agency (UKBA), to extend your "Student Visa" for the expected period of your further studies
2. If you entered the UK as a Visitor or Au-Pair:
  - i) as a Visitor, the maximum period is normally 6 months
  - ii) as an Au-Pair\*, the maximum period was usually 2 years\* the "Au Pair scheme" and visa regulations were abolished in November 2008; if you entered the UK as an au pair with a valid visa under this scheme, you can complete the period of stay covered by that visa
3. If you are subject to immigration control, you cannot apply in the UK to extend "Limited Leave to Remain / Residence Permit" with a status different from your current one.
  - If you entered the UK as a Visitor or Au-Pair, you cannot apply in the UK to UKBA to extend your stay as a Student
4. If you are in the situation described in paragraphs 2 & 3, and want to apply to stay in the UK as a Student, you must enrol for a suitable course, then leave the UK and apply for Entry Clearance as a Student from the British Embassy / High Commission in the country where you live
5. The maximum time that Students may spend on courses below Degree level is 3 years
6. If you ignore any of this information, your application will be refused and your passport will be marked to show this
7. If your permission to be in the UK – your Entry Clearance or Limited Leave to Remain or Limited Residence Permit – has already expired, your situation is very difficult. In this case, you should get immigration advice – see page 8.
8. If you do not convince UKBA that your case is an exception, they may classify you as an "overstayer". You can be sent home and have problems with future UK visa applications

### requirements of a student visa

1. You must attend classes for at least 15 daytime (before 18:00) hours per week, Monday-Friday at 1 institution; a class that continues after 18:00 is OK if most of it is before 18:00
2. You must be enrolled for 1 course or 2-3 directly related courses that form a coherent study programme, leading to a clear educational or career objective
3. The college, school, university must be licensed by the UK Border Agency and listed on the UKBA Sponsor Register
4. South Thames College is a UKBA licensed sponsor; our Sponsor Licence Number (SLN) is PY2FHWMH0
5. You must satisfy the UKBA that study is your main reason for being in the UK and that you intend to leave the UK when your studies are complete
6. If you apply to extend a student visa, you must provide:
  - a) evidence of your progress – details of examinations / qualifications that you have taken
  - b) details of your regular attendance, provided by the institution where you have been studying
  - c) details of previous studies, to establish that your new course is a logical progression from the previous one(s)
  - d) evidence of financial resources; see "what to include with your application" in next column
7. You must continue to attend your study programme for the duration of your visa and should attend all lessons & sessions
8. If you are ill or have to miss studies for a few days, you should show us documents to confirm the reason(s), and keep them to use if you apply to extend your visa (to explain your absences)
9. Study is your main reason for being in the UK. We record attendance, punctuality and progress; if any of these are unsatisfactory, we will pass information to the UKBA
10. If UKBA believe that you are breaking visa rules, they can vary or cancel your visa, or deport you (make you leave the UK)



### how to make a student visa application

- You must apply to the UK Border Agency - UKBA - using an up-to-date version of Form FLR(S)
- If you apply using an incorrect form, it will be returned to you and your application may be late (which can cause refusal)

### to get form FLR(S)

1. Telephone - UKBA Application Forms Unit, 0870 241 0645  
09:00 - 16:45 Monday to Thursday, and 09:00 - 16:00 Friday
2. Internet - download PDF file: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)
3. In Person, from UKBA Public Enquiry Office:  
Lunar House, 40 Wellesley Road, Croydon,  
09:00 - 16:00, Monday - Friday (long queues possible!)  
(East or West Croydon stations, from Victoria / Clapham Junction)

### advice - UKBA immigration enquiry bureau

[www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

[www.ukba.homeoffice.gov.uk/studyingintheuk](http://www.ukba.homeoffice.gov.uk/studyingintheuk)

Telephone & TextPhone / Minicom service: 0800 389 8289

E-mail: [ukbapublicenquiries@ukba.gsi.gov.uk](mailto:ukbapublicenquiries@ukba.gsi.gov.uk)

### when to apply

1. You should apply about 4 weeks before your current "Leave to Enter / Remain" or "Limited Residence Permit" expires.
  - If you make a mistake, the UKBA can return your application, and you can then re-submit a valid one in time
  - Do not apply too early; the UKBA will not usually consider an application more than 4 weeks before current leave expires
2. If you apply late, and you do not give a good reason, the UKBA may classify you as an "overstayer". You can be deported (sent home)

### what to include with your application

1. Your passport, and if required, your Police Registration Certificate
2. Confirmation of Enrolment on the course for which you are applying to extend your leave to remain, including confirmation of fees and payment arrangements
3. Information about your future study plans
4. **If you are applying for extension of a Student Visa**
  - i) Evidence of enrolment, since you last obtained a visa, on courses that meet the requirement of the Immigration Rules
  - ii) Evidence of regular attendance on the studies in i)
    - You must attend all classes and course activities unless you have good reasons for absence
    - You must provide documents as evidence of good reason for absence
    - You must get a College letter confirming your enrolment and attendance
    - You must request your Letter at least 3 days before you need it
  - iii) Evidence of results of relevant examinations / qualifications you have passed / obtained
5. Evidence - eg bank statements or pay details - that you, and / or your sponsor(s), will have enough money or regular income for the study and living costs for the period of your studies; course fees and (London) £800 per month for food and living
6. If a relative / friend is giving you (free or cheap) accommodation, you must include a letter from them confirming this
7. The "student extension" application fee; **details on form FLR(S)**
  - for postal applications, £295
  - for "premium" in-person applications, £500



## returning your application for visa extension

1. All documents should be originals; any copies must be validated by the issuing organisation
2. Keep a copy of your application and all enclosed documents
3. The UKBA prefers applications by post. Send documents by Recorded Delivery or Registered Post; keep the receipt
4. If there are no problems, the UKBA aims to process 70% of new applications in 3-4 weeks
5. In some cases, processing an application may take up to 3 months, if it is complex or the UKBA requires further details, enquiries, or an interview with you
6. The UKBA may make further enquiries to the College (on your studies, fees etc)
7. If you need to make an urgent enquiry about your application, phone 0870 606 7766, and give your UKBA reference number. If you don't have a UKBA number, give your name, date of birth, nationality and recorded delivery details
8. If your application is urgent, you can take it to the UKBA Public Enquiry Office - PEO (details on form)
9. The fee for a personal application is much higher, £500, and:
  - The PEO is usually very busy, so there may be a long queue
  - At many times of year, an appointment is necessary
  - The PEO may process an application while you wait if there are no problems, but often collects it and replies by post
  - The PEO will not normally process a non-urgent application

## travelling out of the UK

- Leave to Enter as a Visitor is Single Entry; it expires when you leave the UK, and does not permit re-entry
- If you have Leave to Remain / Entry Clearance as a Student, this may allow you to leave and then re-enter the UK if:
  - a) your Leave to Enter / Entry Clearance is for a period of more than 6 months
  - b) you will re-enter the UK before this expires
  - c) your situation has not changed since it was given
- If you do not meet these 3 requirements, you should get advice before travelling out of the UK
- Even if you do meet the 3 requirements, when you travel, you should take with you evidence that you are attending your course and that you have enough money to support yourself
- Immigration officials can vary the period or conditions of, or cancel completely, Leave to Remain if they believe a student is breaking Immigration Rules

## immigration advice

- If you do not break the immigration rules, and follow the instructions on immigration forms, you should not have any problems or need specialist help
- If you do need help, you can get initial advice & explanation in the College – from a Student Counsellor, from the International Office or, for EIS students, from the EIS Office
- If you have a specific immigration problem, you should only consult a registered immigration adviser, normally a lawyer
- The Office of the Immigration Services Commissioner (OISC) regulates immigration advisers. A person who is not OISC authorised may commit a criminal offence if s/he acts on your behalf. Check if your adviser is OISC authorised; ask them or look at the list of OISC authorised advisers at [www.oisc.gov.uk](http://www.oisc.gov.uk)



## 6 police registration

Nationals of about 30 countries must register with the Police. Registration is not compulsory for other nationals, but an Immigration Officer can require you to register with the Police.

1. Check your passport carefully - if you have to register with the Police, this requirement will be stamped in your passport
2. If you are required to register, you must do this not later than 7 days after arrival in the UK
3. To register you need the fee (currently £34), your passport, 2 passport-size photographs of yourself, any document you have received from the Home Office / BIA or Immigration Officer and College Letter confirming your enrolment
4. In the London area you should go to:
  - Metropolitan Police, Overseas Visitors Records Office
  - Brandon House, 180 Borough High Street
  - London, SE1 1LH
  - Phone: (020) 7230 1208
  - open 09:00 - 16:30, Monday – Friday
  - Borough underground station, Northern line
5. The police will issue you with a registration certificate. If this is lost or stolen, you are required to buy a new one
6. After you register, you are required to notify the police if:
  - you change address
  - you marry
  - you get a new passport
  - your employment circumstances change
7. If you are granted an extension to your stay in the UK, you must renew your police registration. There is no fee for this



## 7 registering with your embassy

- It is not compulsory in UK law (but some countries may require it for their nationals), to register with your national Embassy / Consulate / High Commission in London
- However, it is a good idea to do this; it may then be easier for you to deal with problems if you lose your passport or other important documents, or if you have an emergency or if you are involved in an incident of any kind
- You can get details of Embassies and High Commissions in London, to check the contact details and opening times, from the internet site of the Foreign Office of the UK Government - [www.fco.gov.uk](http://www.fco.gov.uk) - look for the Foreign Missions section

### EEA / Swiss students

- Nationals of many European Economic Area countries (list on page 1) or Switzerland can work in the UK without restriction
- Nationals of the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia & Slovenia who find a job are required to apply to register under the 'Worker Registration Scheme'; see [www.ukba.homeoffice.gov.uk/eucitizens/](http://www.ukba.homeoffice.gov.uk/eucitizens/)
- Nationals of A2 member states, Bulgaria & Romania can only work – up to 20 hours per week – if you obtain a registration certificate; see [www.ukba.homeoffice.gov.uk/eucitizens/](http://www.ukba.homeoffice.gov.uk/eucitizens/)

### non-EEA / Swiss students

#### work prohibition

- You are not allowed to work if the “Leave to Enter / Remain” stamp or sticker in your passport, or your “Limited Leave to Remain Residence Permit” states:
  - “No work or recourse to public funds”, or
  - “Employment and recourse to public funds prohibited”, or
  - “... does not enter employment paid or unpaid ... ”
 or the “Remarks” section on the front of your (Foreign Nationals) Identity Card / Residence Permit, states:
  - “No Work”
- Work prohibition is usually given if you enter as a visitor, a “prospective student” or a “short-term” student (> 6 months)
- If your visa prohibits working, you must not work at all, paid or unpaid

#### work permitted

- Non-EEA nationals can take part-time & holiday work if you have Leave to Enter / Remain as a Student for more than 6 months and the visa stamp / sticker in your passport states:
  - “.. Work (and any changes) must be authorised” or
  - “... does not enter employment ... without the consent of the Secretary of State for Employment and does not engage in any business or profession ... ” or
  - “... Able to work as authorised by the Secretary of State.”
 or the “Remarks” section on the front of your (Foreign Nationals) Identity Card / Residence Permit, states:
  - “Restricted Work  
P/T Term Time ... F/T Vacations”
- If you have a “Work Restriction” condition, you may work, as permitted by the regulations for work for non-EEA students
- Work Placement & Internships**  
If you have work placement or internship as part of a course / study programme, you can work according to those arrangements – ask us for more information

#### work regulations for non-EEA / Swiss students

If you have permission to work:

- You must not work more than 20 hours per week during term
  - There are no restrictions on the hours you can work during official College holidays
  - You cannot set up a business, be self-employed or take a permanent, full-time job
- If you break the regulations, the consequences are serious. UKBA can cancel your leave to remain or deport (send home) you. A future visa / extension application may be refused
  - Leave to Enter / Remain as student means that study is your main reason for being in the UK. If working affects your studies - attendance, punctuality, progress - this will be shown in documentation provided by the College, and in some situations the College is required to inform UKBA. UKBA may decide that you are breaking visa regulations

#### national insurance

- Everyone who works in the UK must have a National Insurance (NI) number and pay NI to the government
- Your NI number is your own personal account number. The number ensures that the National Insurance contributions and the tax you pay are properly recorded on your account
- You don't need an NI number before you start work, but if you start and don't have one, you must apply immediately
- If you are already working but don't have a National Insurance number, you **must** get one now
- To apply for an NI number, you should contact your local Jobcentre Plus, Social Security Office or Jobcentre for an interview - [www.dwp.gov.uk/localoffice/index.asp](http://www.dwp.gov.uk/localoffice/index.asp)
- They will be able to help you apply. They can also give you a form CA5404. You can then show this form to your employer, as proof that you have applied for a number
- For more information, you can phone the National Insurance registration Helpline on 0845 600 0643
- At interview, you need to prove your identity and your circumstances; your passport, a letter from your employer confirming your job and, for non-EEA nationals who are permitted to work, a College letter to confirm your studies
- You can get information about the types of documents you should provide to help establish your identity in leaflet GL25 available from any DWP office
- You can get more details at [www.hmrc.gov.uk/individuals/tmaworking\\_and\\_paying\\_tax\\_in\\_the\\_uk.shtml](http://www.hmrc.gov.uk/individuals/tmaworking_and_paying_tax_in_the_uk.shtml)
- You may be given a temporary NI number while your application is being processed, but you may not get your NI number at your interview
- If you do not receive one, you should ask for letter confirming that you have applied for an NI number
- Your employer can allow you to start work before your NI number is issued (but may wish to see a copy of your NI application form as proof) and will deduct National Insurance contributions and tax from your pay
- It may take between six and twelve weeks after the interview for your National Insurance card to be issued
- If an employer asks for an NI number *before* you start work, you should ask them to check government sources of information about international students and work:
  - [www.ukba.homeoffice.gov.uk/employers/](http://www.ukba.homeoffice.gov.uk/employers/)
  - [www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/BeginnersGuideToTax/index.htm](http://www.direct.gov.uk/en/MoneyTaxAndBenefits/Taxes/BeginnersGuideToTax/index.htm)
- When you are notified of your NI number, you will receive a National Insurance number card; it is only a reminder of your number - it does not provide proof of your identity



## income tax

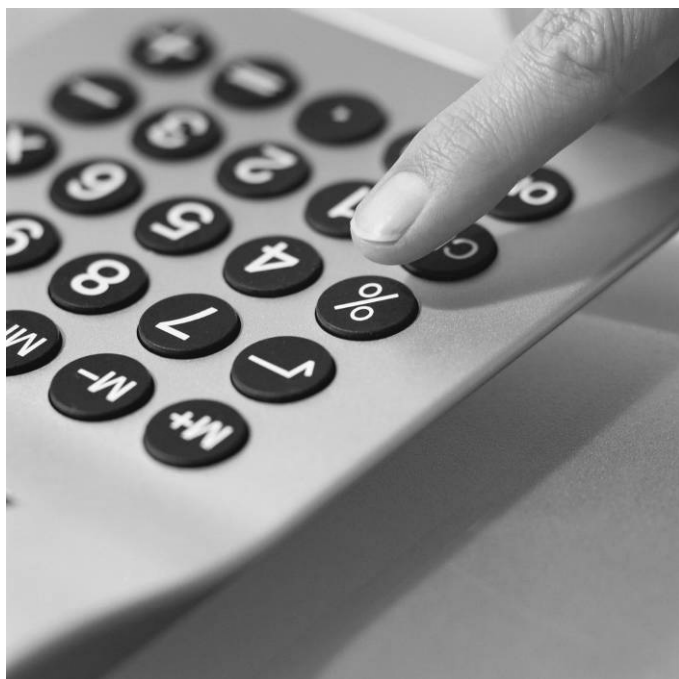
- UK income tax regulations apply to international students in the same way as UK and EU residents
- The standard arrangement for employees is PAYE - Pay As You Earn.
  - Income tax and NI are automatically deducted (taken from your pay by your employer and paid to the government) each pay period (week or month)
- You can earn a certain income – your Personal Allowance – on which you pay no tax. If your income is below this figure in a tax year (April - April), you do not pay any income tax
- For 2008 - 2009 ((6 April 2008 to 5 April 2009), the standard personal allowance for a single person is £6,035
- The tax rate for income from £6,036 to £40,835 is 20%, and 40% after that level
- For 08-09, you will only pay tax if you earn more than £6,035 in the tax year. This works out as £116 a week, or £503 a month
- The tax code and PAYE system spread any tax due across the year as evenly as possible. In this way, if you work throughout the year, you will pay the right amount of tax
- More details; [www.hmrc.gov.uk/students/](http://www.hmrc.gov.uk/students/)
- When you begin work, you may be on an “Emergency Tax Code”, and pay tax on this basis until your NI & tax details are organised
- If you think your income in a tax year will be less than your personal allowance, you should tell your employer and ask for a “Student Employees” form P38(S); more details, [www.hmrc.gov.uk/students/fagp38s.shtml](http://www.hmrc.gov.uk/students/fagp38s.shtml)
- If you have paid tax but your income wasn't, or won't be, as much as your personal allowance, you can apply for a tax refund
- Get a “Claim for Income Tax Repayment” form P50 from [www.hmrc.gov.uk/students/fagp50.shtml](http://www.hmrc.gov.uk/students/fagp50.shtml) or a local Tax Enquiry Office; <http://search2.hmrc.gov.uk/kbroker/hmrc/locator/locator.jsp>

## more information

### income tax & national insurance

[www.hmrc.gov.uk/individuals/moretma.shtml#individuals](http://www.hmrc.gov.uk/individuals/moretma.shtml#individuals)  
- scroll down to “Students” section

[www.hmrc.gov.uk/students/coming\\_to\\_study\\_in\\_uk\\_10\\_1.htm](http://www.hmrc.gov.uk/students/coming_to_study_in_uk_10_1.htm)



## 9 au-pairs

### what is an au pair ?

An Au Pair placement is an arrangement by which a single person, aged 17 - 27, comes to the UK to learn English and:

1. lives for up to 2 years as a member of an English-speaking family, and has appropriate opportunities to study English
  2. helps in the home for a maximum of 5 hours per day (up to 25 hours per week), with at least 2 full days off per week
  3. in return, the au pair should receive a reasonable payment and the use of a room of his / her own. The current recommended weekly payment is £50
- EU & EEA / Swiss nationals can enter the UK and work / study as an au pair without any immigration restriction
  - For non-EEA / Swiss nationals, the old “Au Pair scheme” and visa regulations were abolished in November 2008, but au pairs who entered the UK with a valid visa under this scheme can complete the period of stay covered by that visa



### the youth mobility scheme

Non-EEA / Swiss nationals who wish to enter and stay in the UK as an au pair now must apply under the “Youth Mobility Scheme”

- This scheme involves agreements between the UK and the government of each other country; it is the other government that “sponsors” the au pair’s visa application
- In January 2009, however, the only countries that are part of this scheme are Australia, Canada, Japan and New Zealand

For more information and updates, see

[www.ukba.homeoffice.gov.uk/workingintheuk/tier5/youthmobilityscheme](http://www.ukba.homeoffice.gov.uk/workingintheuk/tier5/youthmobilityscheme)

### problems with your au pair family

- If you are having difficulties with your host family, and your placement was arranged by an agency, talk to your agency
- If you have problems with your agency, contact the Employment Agency Standards Office at the Government’s Department for Business, Enterprise & Regulatory Reform:  
E-mail: [eas@berr.gsi.gov.uk](mailto:eas@berr.gsi.gov.uk) Phone: 0845 955 5105  
[www.berr.gov.uk/whatwedo/employment/employment-agencies/](http://www.berr.gov.uk/whatwedo/employment/employment-agencies/)
- The following organisations may be able to help you:
  - your country’s Consulate or Embassy
  - a local Citizens Advice Bureau or Law / Legal Advice Centre
- You can use an Au Pair Agency to find another family

### au pair agencies

**smartaupairs** - see [www.smartaupairs.co.uk](http://www.smartaupairs.co.uk)

For addresses of other au pair and childcare agencies contact:

1. Recruitment and Employment Confederation  
[www.rec.uk.com/regions-sectors/sectors/childcare/member-directory](http://www.rec.uk.com/regions-sectors/sectors/childcare/member-directory)
2. The International Au Pair Association (IAPA)  
Email: [mailbox@iapa.org](mailto:mailbox@iapa.org) [www.iapa.org](http://www.iapa.org)

## NHS treatment

The UK National Health Service – NHS – provides treatment and care services for UK residents. Some services are free, but you may have to pay for others, depending on your status.

- The following treatment is free for everyone:
  - emergency care (but not follow-up treatment)
  - treatment of some “communicable diseases”
  - compulsory psychiatric treatment
- If you are entitled to NHS treatment, the following are free:
  - consulting a GP and most GP services
  - hospital treatment, emergency & non-emergency
- You may need to pay for:
  - medicines prescribed by a GP
  - eye care
  - dental care
  - some services: travel vaccinations, sickness certificate ...

## entitlement to NHS treatment

### students on courses of 6 months or more

If you have a student visa and you are registered for a course of 6 months or longer, you can get some free NHS care, including doctor's examination and hospital treatment, from the beginning of your stay in UK

### EEA & Swiss nationals

- EEA/Swiss nationals can receive NHS treatment (even if on a course of less than 6 months) if you have a valid EHIC (European Health Insurance Card)
- An EHIC can be obtained from the health authority in your own country but must be issued before you leave your country
- An EHIC gives you state-provided medical treatment on the same basis as a UK resident. However, it may not cover all treatment; you may have to pay part of the cost
- Even if you have an EHIC, you should have personal medical insurance
- If your stay is less than 6 months and you do not hold an EHIC, you can be charged for treatment
- For details, look at the Department of Health internet site: [www.dh.gov.uk/PolicyAndGuidance/International/OverseasVisitors](http://www.dh.gov.uk/PolicyAndGuidance/International/OverseasVisitors)

### reciprocal healthcare agreements

- If you are a national of a country with which the UK has a “Reciprocal Health Care Agreement”, you are eligible for *some* NHS treatment
- These agreements usually cover hospital treatment for problems that develop while in the UK, but usually do not cover existing conditions. Check with your country's health authorities - you may need to arrange medical insurance
- *Country List:*  
See [www.dh.gov.uk/PolicyAndGuidance/International/OverseasVisitors](http://www.dh.gov.uk/PolicyAndGuidance/International/OverseasVisitors)

### others who can receive NHS care

- If you are an EEA/Swiss national or have a valid work permit and your main reason for being in the UK is work for a UK company or a registered UK branch of an overseas company
- If you have been living lawfully in the UK for 12 months
- If you are given permanent residence (by the Home Office)

### other students

- If you are not in any of the groups described above, you are not entitled to free NHS hospital treatment
- You will normally have to pay for other treatment. Although a Doctor may provide some treatment for free, this is limited to urgent care that cannot be delayed until you return home
- You must arrange insurance, with enough cover to meet the costs of substantial treatment and to return you home if necessary, for the duration of your stay

## medical care in the UK

### doctor's (GP's) surgery or health centre

- Most illnesses and medical problems can be treated by a GP (General Practitioner). If you need treatment, go to your GP first; if you then need specialist care, your GP will arrange this
- Most GPs & Health Centres also provide *Community Health Services* such as vaccinations or women's health clinics
- Register with a GP as soon as possible – don't wait until you are ill. A list of local GPs is available from [www.nhs.uk/england/doctors](http://www.nhs.uk/england/doctors), or [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)
- Go to a GP / Health Centre, with a College letter confirming that you are a student (if you are eligible) or your EHIC card (if you are an EEA/Swiss national), and ask to be added to its list of patients
- If the GP / Health Centre can accept you, you will later be sent an NHS Medical Card that gives your NHS number
- GPs don't visit patients at home, unless you are too ill to leave home. Some GPs operate a 24 hours “on-call” service

### hospitals & specialist treatment

- If you need specialist treatment / investigation, your GP will arrange an appointment for you with a Specialist / Consultant
- Hospital treatment is usually as an out-patient – you leave after your appointment. Some medical problems may require in-patient treatment – you stay in hospital for a period of time
- Some hospitals have 24 hour Accident & Emergency (A&E) Departments
- NHS Walk-In Centres and Minor Injuries Treatment Centres offer some services, without appointment

### emergency services

- If immediate medical help is needed, call 999 (freefone)
- An operator will ask which service you need; be ready to say what has happened and give details of where you are. If urgent hospital treatment is needed, an ambulance will come
- If you are well enough, you can go to an A&E department yourself, or ask someone to take you

### nhs direct

For health related advice; [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk) or 0845 4647

### medicine and prescriptions

- A Doctor may give you a prescription for medicine – this authorises a Pharmacist to give you that medicine. Normally, you have to pay part of the cost of prescriptions
- Common medicines are available “over the counter”, without prescription, at pharmacies, chemists or supermarkets
- If you are under 19 and studying full-time, or if you are pregnant or if you have had a baby in the last 12 months, you are entitled to free prescriptions

### dental care

- There is a charge for all dental treatment (unless you are entitled to free prescriptions), but NHS treatment is normally subsidised. If you qualify for NHS treatment, you must register with a GP to get NHS dental treatment
- Some dentists only accept private patients; it may be difficult to find a dentist who will accept you as an NHS patient

### eye care

- Eye care is usually provided by “high street” opticians
- There is a charge for eye tests (except for those entitled to free prescriptions), but tests through the NHS are subsidised
- You will have to pay for glasses or contact lenses

### further information about medical services

- [www.nhs.uk/england](http://www.nhs.uk/england)
- in the Borough of Wandsworth, [www.careline.org.uk](http://www.careline.org.uk)

## 11 other information

### bank accounts

- International students should be able to open a “Basic Bank Account” with a number of different banks
- These accounts accept Automated Credit Transfer (ACT) payments (including outside the UK) and provide a cash-machine (cash / debit) card but not a cheque book:
  - You can have money paid directly into your account
  - You can take your money out at a cash machine
  - You can take your money out at a Post Office
  - You can pay bills by standing order or direct debit
  - You cannot get credit or an overdraft
- To open a Basic Bank Account, go to a bank with documents to confirm your identity:
  - 1) your passport (or identity card if you are an EU national)
  - 2) a letter from the College confirming both your UK address and your home country address
- Basic Bank Accounts do not include access to credit or loans. Access to these services generally requires a current / cheque account, which have different application criteria



### council tax

- This is a tax collected by the local Borough Council and other local authorities to help pay for local services, such as rubbish collection, libraries and fire services
- The tax is based on the value of the property (house, flat or other) that you live in, and the number of adults living there. In Council Tax regulations, a property is called a “Dwelling”
- Council Tax regulations are complex, but Council Tax will not apply to your dwelling if all adult residents are classified as full-time students
- Additionally, an individual can pay a reduced amount, or nothing at all, in some situations, which includes people classified as “full-time students”
- However, national Council Tax regulations define “full-time student” differently from the Immigration Rules; for adults (aged 20+), it is 21 hours per week for at least 24 weeks
- If you receive a Council Tax bill but think you may not have to pay Council Tax, you should contact the local authority immediately – details are usually on the bill
- The local authority will tell you what evidence of student status it requires and which forms you need to complete
- If you then need further advice, student counsellors at the College, or local Citizen’s Advice Bureaux or Legal Advice Centres may be able to help



### student / travel cards & discounts

- College Student Cards (which you receive when you enrol) can get you discount on a number of products and services
- In some cases, you need a National Union of Students card. Apply for an NUS card at Student Services at a College centre

### transport for london student (18+) Oyster photocard

- With a Transport for London (TfL) Student Photocard, you get 30% discount on student-rate Travelcards and Bus Pass season tickets for 7 days, 1 month or periods up to 1 year
- You must have enrolled, and paid for, a study programme of at least 15 hours per week for at least 14 weeks
- The scheme operates on the basis of a UK academic year, September to August
- The 2008 - 2009 18+ Student Oyster PhotoCard scheme runs until 14 October 2009
- Your student-rate travel concession will expire on your course end date or 14 October 2009, whichever is sooner
- In accordance with TfL's Terms and Conditions, your student travel concession, or the card itself, may be stopped without notice if TfL is advised that you are no longer eligible
- Get an application form at the Student Office at any College centre. After you complete your application, the College must stamp it and put a reference number on it
- You can apply online at <https://photocard.tfl.gov.uk/tfl/gotoApply.do?type=student&from=home>
- More details at [www.tfl.gov.uk/tickets/faresandtickets/1014.aspx](http://www.tfl.gov.uk/tickets/faresandtickets/1014.aspx), or 'phone 0845 330 9876

### young person's railcard

- For discount on train services in London and the rest of the UK, you need a “Young Person’s Railcard”, available to anyone up to the age of 25 and full-time students aged 25+
- You can get a RailCard application form at many train stations or at [www.youngpersons-railcard.co.uk](http://www.youngpersons-railcard.co.uk)

### ISIC International Student Identity Card

- For discount on international train and air travel
- ISIC is operated by the International Student Travel Confederation, ISTC; [www.istc.org](http://www.istc.org)
- You can get ISIC information at [www.isiccard.com](http://www.isiccard.com) and apply at [www.isiccard.com/get\\_it\\_now.asp](http://www.isiccard.com/get_it_now.asp)
- You can also get an ISIC form at student travel offices – get details at [www.isiccard.com/get\\_it\\_now.asp](http://www.isiccard.com/get_it_now.asp)

### police & emergency services

- If you need immediate assistance outside College, dial 999 (free) on any telephone
- An operator will ask which service you require: Police, Ambulance or Fire (or, if you are by the sea, Coast Guard)
- If you need to report an incident but do not require immediate Police assistance, you can go to a Police Station
- Phone numbers of local Police Stations - [www.met.police.uk/local](http://www.met.police.uk/local)
- For Putney, Wandsworth, Tooting & Battersea, <http://cms.met.police.uk/met/boroughs/wandsworth/index>



## international students

### contact details

general enquiries & information; college enquiry unit

T – (020) 8918 7777      E – [intinfo@south-thames.ac.uk](mailto:intinfo@south-thames.ac.uk)

### student services offices

Wandsworth campus      Wandsworth High Street, SW18 2PP

Putney Hill centre      50- 52 Putney Hill, SW15 6QX

Tooting centre      71 Tooting High Street, SW17 0TQ

Roehampton centre      Roehampton Lane, SW15 4HR

### international office – carlton house, putney

T – (020) 8918 7005

F – (020) 8918 7040

E – [international.office@south-thames.ac.uk](mailto:international.office@south-thames.ac.uk)

### english for international students office – putney hill centre

T – (020) 8918 7380

F – (020) 8918 7347

E – [eis@south-thames.ac.uk](mailto:eis@south-thames.ac.uk)

internet - [www.south-thames.ac.uk/international](http://www.south-thames.ac.uk/international)



This information was, to the best of our knowledge, fair, accurate and current at publication (26.01.09). However:

1. If errors or omissions are subsequently discovered, we will make amendments at a later date, without notice
2. The College operates in a context of public regulation, which may change at any time.
3. The College regularly reviews its courses and services, and may need to make changes at any time
4. All courses and services are provided subject to demand
5. UK Government legislation and regulations relating to international students may also change at any time

The content of this document relating to matters and organisations outside South Thames College is for general information only and is based on the latest information available at publication. If this information changes, we will update this document as soon as reasonably possible, but this edition will not necessarily be amended and reissued.

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