YOUR ARRIVAL 2018
A guide to preparing for University and your first few weeks
Congratulations on gaining your place at the University of Leeds, where an exciting new chapter of your life is about to begin. All your hard work has paid off and you’re now part of a select group of talented and accomplished students who, in a few weeks, will arrive at the University and start making new, lifelong friends.

We’re delighted you’ve chosen to come here and we’re looking forward to welcoming you and helping you settle straight into University life.

We understand it can be difficult to know where to start, but don’t worry, this guide will help you. You’ll find:

- what you need to know and do in the next few weeks
- useful contact details
- key buildings to help you find your way around campus
- handy checklists so you can be sure you don’t miss anything.

You’ll receive more information directly from your University school about your course, including details about specific events and activities.

You’ll also find plenty of information and advice at students.leeds.ac.uk/newstudents

Connect with us to get the latest news

Facebook /universityofleeds
Twitter @UniversityLeeds

Look out for the heart icon throughout this guide — the campus map in your welcome pack will help you find these buildings on campus.

Important information
Information provided by the University, such as in presentations, University brochures and on the University website, is accurate at the time of first disclosure. However, courses, University services and content of publications remain subject to change. Changes may be necessary to comply with the requirements of accrediting bodies or to keep courses contemporary through updating practices or areas of study. Circumstances may arise outside the reasonable control of the University leading to required changes. Such circumstances include industrial action, unexpected student numbers, significant staff illness (where a course is reliant upon a person’s expertise), unexpected lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and serious concern with regard to the transmission of serious illness making a course unsafe to deliver. After a student has taken up a place with the University, the University will look to give early notification of any changes and try to minimise their impact, offering suitable alternative arrangements or forms of compensation where it believes there is a fair case to do so. Offers of a place to study at the University will provide up-to-date information on courses. The latest key information on courses, entry requirements and fees can be found at courses.leeds.ac.uk. Please check this website before making any decisions.
BEFORE YOU ARRIVE

It’s time to start planning and preparing for your new life as a University of Leeds student. This section will explain everything you need to do in advance, making sure you’re all set for when you arrive.

Start online registration from 29 August

Registration

You can start to register online from 29 August and you should do this as soon as possible, preferably before you arrive in September. It allows you to officially confirm your place on your course, check the information we hold about you and confirm your tuition fee payment.

You’ll also have the chance to become a member of our students’ union, Leeds University Union, and buy gym and sports membership. If you’re staying in University accommodation, you’ll automatically get off-peak gym and sports membership (Edge Club membership) included in your residence fees. If you want more flexible access times to the fitness suite and swimming pool, you can upgrade your membership during your online accommodation induction (see page 10) or anytime at sport.leeds.ac.uk/student-membership

To learn more about our sports facilities see page 21 or visit sport.leeds.ac.uk

We may need to verify your qualifications before you can start to register. If you’ve taken any exams in the UK during 2017/18, we’ll be able to verify this without seeing your certificates. If you’ve taken school leaving, vocational or professional exams before 2017/18, or outside the UK, you should bring your original academic certificates with you when you come to University. Your offer letter will tell you what you need to do.

To complete registration, we’ll need to check your identity in person when you arrive (find out more on page 19). If you have a student loan, we can then let the Student Loans Company know you’ve registered with us, so they can make any loan payments to you.

Step-by-step guide to registration

Step 1
Read about registration and find out what you’ll need to register at students.leeds.ac.uk/registration

Step 2
Go to mypassword.leeds.ac.uk and enter your student ID number (the nine digit number on the letter accompanying this guide) and date of birth to get your University username and password.

Step 3
To start registration go to minerva.leeds.ac.uk (the University’s student portal and virtual learning environment) and log in using your University username and password.

Step 4
When you arrive on campus we need to check your identity to complete your registration. You’ll need to take an electronic or printed copy of your registration certificate to the Great Hall (57), as well as your passport/national identity card if you’re a British or EEA student, or your passport and visa/other immigration permission if you’re an international student.

If you’re a UK student and you don’t have a passport, you’ll need to complete an ID verification form and take this with you, along with your original birth or adoption certificate. A copy of the form can be downloaded at students.leeds.ac.uk/verification

Step 5
Once we’ve checked your identity, we’ll take a photo of you and print your student ID card while you wait. You’ll need this to access our libraries, computer services, sports facilities and some lecture theatres, and you’ll also need to show it when you sit exams.

If you have any problems registering, contact the Registration Helpline, which is open Monday–Friday, 9am–5pm.

0800 915 0402 or 0113 343 7000
registration@leeds.ac.uk
Module enrolment

Once you have your University username and password, you can start building your timetable by enrolling on your course modules. Some modules may be popular or have limited spaces which can fill up quickly, so you should do this as early as possible, preferably before you arrive in September.

Your course is made up of modules which are each worth a certain number of credits that contribute towards your degree. You’ll be automatically enrolled for any compulsory modules, which you have to take as part of your course, so you only need to enrol for optional and discovery modules.

Optional modules – you may have to take a certain number of optional modules, which are linked to your course, but you’ll be able to choose these.

Discovery modules – most of our courses give you the opportunity to choose discovery modules. They’re a great way to tailor your study around your interests, which aren’t necessarily related to your course. The choice of discovery modules available to you will depend on your timetable. Our discovery modules are based around 10 Discovery Themes which you can explore at leedsforlife.leeds.ac.uk/broadening.

Discovery Themes Fair
If you haven’t chosen your discovery modules by the time you arrive in Leeds, you can get information on the Discovery Themes and advice on selecting the discovery modules you’re considering at the Discovery Themes Fair on Wednesday 26 September, 11am–4pm in Parkinson Court, Parkinson Building (60).

Step-by-step guide to module enrolment

Step 1
Familiarise yourself with module enrolment at students.leeds.ac.uk/modules

Step 2
Refer to any pre-arrival information sent to you by your University school. You can contact them directly if you need any help or advice with choosing your modules.

Step 3
You can create a shortlist of your discovery modules to help you narrow down your selection. Go to minerva.leeds.ac.uk and log in using your University username and password. Click the ‘Learn’ tab in the top right and then Leeds for Life. You can save your shortlist in ‘My discovery modules’ which you can refer back to when you enrol.

Step 4
When you’re ready to enrol on your modules, go back to minerva.leeds.ac.uk and log in using your University username and password. Click in the top right and log in to Student Services, then click ‘Modules/Timetable’ and follow the on-screen instructions. You’ll be able to view your compulsory modules and check your personal timetable.

Step 5
You can then choose your optional modules and/or discovery modules. Make sure you check the timetable for these modules against your personal timetable, to avoid any clashes.

Step 6
Once you’ve made your final selection, view and confirm your module choices. A confirmation email with your module choices will be sent to your University email address and you should keep this for reference. You can access your University emails at minerva.leeds.ac.uk

Enrol for your optional and/or discovery modules as soon as possible, as some may be popular or have limited spaces which can fill up quickly.
Preparing to study

It’s a good idea to start reading some of the recommended books for your course before you arrive, particularly if you’re new to the subject.

Getting a head start will give you useful background information, making you feel more confident, and it will ease your workload after you’ve started. You’ll be able to access the recommended reading lists for each of your modules once you’ve completed module enrolment. Reading lists will be available on the ‘Learn’ tab at minerva.leeds.ac.uk.

Don’t rush to buy books, as you’ll be able to access online journals and e-books through our Library using your University username and password. You can find out more from your University school, which ones are the absolute must-haves.

Once you have your University username and password, you can also download your free copy of Microsoft Office at it.leeds.ac.uk/office.

If you need to do any preparation for your course before you arrive, your University school will send you details directly.

Academic skills support
You’ll also find lots of useful resources on academic good practice, to help you develop good reading, note-taking and writing skills, and to manage your time efficiently.

library.leeds.ac.uk/skills

Tuition fee arrangements

Your tuition fee will be confirmed in your offer letter from us. As part of the registration process, we need to know how your tuition fees will be paid.

For information about undergraduate fees for students starting in September 2018, visit www.leeds.ac.uk/undergraduatefees

Tuition fee loan
Most students are eligible for a tuition fee loan, which means that your fees will be paid directly to the University on your behalf. If you want to take out a tuition fee loan and haven’t yet applied, you should do this straight away (see page 8).

Self-funding your tuition fees
If you’re paying your first-year tuition fees yourself (so you haven’t applied for the full tuition fee loan), you need to choose one of the following payment options. When you make a payment or set up an instalment plan, keep your confirmation email for future reference.

Payment in full
Your first-year tuition fees must be paid in full before you register as a student and by 28 October 2018 at the latest. You or your parents can do this by one of the following methods:

• online – by credit/debit card at students.leeds.ac.uk/waystopay
• bank transfer – to University of Leeds, Barclays Bank Plc, 69 Albion Street, Leeds, LS1 5AA, sort code: 20-48-46, account number: 20821845 (quote your name and student ID number as reference)
• over the phone – by credit/debit card on 0113 343 6700
• cheque – made payable to ‘University of Leeds’ (quote your name and student ID number on the back) and send to Student Finance (Fees), Student Education Service, Level 9, Marjorie and Arnold Ziff Building, University of Leeds, Leeds, LS2 9JT
• in person – at Cash Services in the Marjorie and Arnold Ziff Building (77), but we don’t accept cash payments of more than £3,500.

Payment in two instalments
You can choose to pay for your first-year tuition fees in two instalments, which will be automatically collected: 50% on 14 November 2018 and 50% on 14 February 2019. You’ll need to provide us with a valid UK bank account or credit/debit card details.

For more information about how to pay or set up an instalment plan, visit students.leeds.ac.uk/waystopay

Sponsored students
If your tuition fees are being paid by a third-party organisation, you’ll need to provide our Student Fees team with an official letter from your sponsor. You can find out what information needs to be included in the letter at students.leeds.ac.uk/sponsoredstudents

If your sponsorship doesn’t cover your full fees, you’ll need to pay the remaining amount by one of the payment methods mentioned previously. Parents, guardians or other family members are not classed as sponsors.

Students on degree apprenticeships
If you’re starting a degree apprenticeship, you’ll receive a salary from your employer and your fees will be paid directly to the University. This means you won’t be eligible for student loans from the government or University financial support.

Sharing your information
We can only talk directly to you about your fees and payments, unless you give us permission to speak to someone else. Details of how to share access with nominated individuals (including parents or guardians) are available at students.leeds.ac.uk/contactonyourbehalf

Preparing to study

It’s a good idea to start reading some of the recommended books for your course before you arrive, particularly if you’re new to the subject.

Getting a head start will give you useful background information, making you feel more confident, and it will ease your workload after you’ve started. You’ll be able to access the recommended reading lists for each of your modules once you’ve completed module enrolment. Reading lists will be available on the ‘Learn’ tab at minerva.leeds.ac.uk.

Don’t rush to buy books, as you’ll be able to access online journals and e-books through our Library using your University username and password. You can find out more from your University school, which ones are the absolute must-haves.

Once you have your University username and password, you can also download your free copy of Microsoft Office at it.leeds.ac.uk/office.

If you need to do any preparation for your course before you arrive, your University school will send you details directly.

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Payment in full
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• online – by credit/debit card at students.leeds.ac.uk/waystopay
• bank transfer – to University of Leeds, Barclays Bank Plc, 69 Albion Street, Leeds, LS1 5AA, sort code: 20-48-46, account number: 20821845 (quote your name and student ID number as reference)
• over the phone – by credit/debit card on 0113 343 6700
• cheque – made payable to ‘University of Leeds’ (quote your name and student ID number on the back) and send to Student Finance (Fees), Student Education Service, Level 9, Marjorie and Arnold Ziff Building, University of Leeds, Leeds, LS2 9JT
• in person – at Cash Services in the Marjorie and Arnold Ziff Building (77), but we don’t accept cash payments of more than £3,500.

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For more information about how to pay or set up an instalment plan, visit students.leeds.ac.uk/waystopay

Sponsored students
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If your sponsorship doesn’t cover your full fees, you’ll need to pay the remaining amount by one of the payment methods mentioned previously. Parents, guardians or other family members are not classed as sponsors.

Students on degree apprenticeships
If you’re starting a degree apprenticeship, you’ll receive a salary from your employer and your fees will be paid directly to the University. This means you won’t be eligible for student loans from the government or University financial support.

Sharing your information
We can only talk directly to you about your fees and payments, unless you give us permission to speak to someone else. Details of how to share access with nominated individuals (including parents or guardians) are available at students.leeds.ac.uk/contactonyourbehalf
Funding and financial support

You should have already applied for government funding, but if you haven’t here’s a reminder below of the financial support you may be entitled to and what you need to do.

Funding from the UK government
Student funding has been designed so you don’t have to pay for your degree up front. Government funding is available to help with tuition fees (UK and EU students) and living costs (UK students) in the form of:

- tuition fee loan
- maintenance loan

If you’re taking a partial tuition fee loan, you’ll need to let us know by contacting our Student Fees team at ugfees@leeds.ac.uk

You can apply online for government funding at www.gov.uk/student-finance

Alternatively, if you live in Northern Ireland, Scotland, or Wales, visit www.studentfinanceni.co.uk (Northern Ireland) www.sas.gov.uk (Scotland) www.studentfinancewales.co.uk (Wales)

Apply as soon as possible, otherwise your student loan payment may be delayed beyond the start of term and you’ll need to cover your costs over this period. If you’re no longer in a means-tested household, you’ll need to provide income and expenditure details for the next academic year.

Funding from us
If you have the talent, drive and potential to succeed, we want to make sure you can study with us, whatever your financial circumstances.

Leeds Financial Support
If you’re a full-time student and your family income is £36,000 per year or less, you may be eligible for Leeds Financial Support. Your family income is assessed by Student Finance England (or the equivalent organisation) when you apply for a means-tested government maintenance loan. If you’re eligible, Leeds Financial Support will be awarded by the University so you don’t need to apply for this separately. You can choose to receive Leeds Financial Support as a tuition fee discount, a cash bursary, or a discount on University-owned accommodation.

To find out more, including the higher income threshold for foundation year students, visit www.leeds.ac.uk/universitysupport

Scholarships
Most scholarships are awarded before you arrive at University, but you may receive an automatic scholarship once you’ve started your studies, which is linked to academic achievement. These scholarships are only offered in certain areas. For full details of the scholarships available, visit www.leeds.ac.uk/academicscholarships

Apply as soon as possible, otherwise your student loan payment may be delayed beyond the start of term and you’ll need to cover your costs over this period. If you’re no longer in a means-tested household, you’ll need to provide income and expenditure details for the next academic year.

Funding for disabled students
If you have an impairment, health condition (including mental health conditions) or a specific learning difficulty like dyslexia, you may be eligible to apply for a Disabled Students’ Allowance from Student Finance England (or the equivalent organisation), to pay for specific academic-related support and equipment. This doesn’t have to be paid back and it’s not means-tested. Our Disability Services team can provide you with more information and advice.

This funding can take up to 12 weeks to be processed, so it’s important you apply for it as soon as possible or contact us to discuss your eligibility.

0113 343 3927 disability@leeds.ac.uk

students.leeds.ac.uk/fundingfordisabledstudents

Managing your money

Before you arrive at University, it’s a good idea to plan your living expenses and have an idea of your budget so you can keep on top of your finances.

It’s likely that your first few weeks at University will be more expensive than an average week. As well as budgeting for essentials like food and travel, you’ll need to put money aside for any social events that you want to take part in. Leeds University Union hosts a packed Freshers’ Week and although many events and activities are free, you may need to pay for some.

Open a student bank account
We recommend that you open a student bank account before you arrive at University so any funding you receive can be paid directly into your account.

Student accounts often come with many benefits, including interest-free overdraft facilities and various freebies, but make sure you do your research and work out which is best for you.

To open a student account you should contact the bank directly, remembering you’ll need official ID, such as a passport or national identity card, as well as your confirmation letter from UCAS or a bank letter from us.

The Money Saving Expert website provides information on the best offers for student bank accounts and offers free and impartial advice. www.moneysavingexpert.com/students/student-bank-account

Tips to help you manage your money
Many students find that managing money is a difficult balancing act. Here are some tips from our students, which may help you:

- Don’t spend your maintenance loan as soon as you get it as it needs to last for the whole term – think about putting a lump sum in an instant access savings account so you’re less tempted to spend it
- Work out a budget – make a list of your monthly income and all the expenses you can think of, so you know how much you’ve got left over
- Spend your money wisely – you’ll save lots of money by buying second hand books, getting student travel tickets, learning to cook and sharing the cost of food with other people in your accommodation
- Consider getting a part-time job that fits around your studies – it not only puts money in your pocket, it also gives you valuable work experience. You’ll need to know your National Insurance number if you want to work part time. There are plenty of opportunities available through Leeds University Union’s Joblink service at www.luu.org.uk
- Ask for a student discount – many retailers offer this with an NUS extra card or the UNiDAYS app, but if you’re not sure just ask, as it may not be advertised. You can apply for an NUS extra card online at www.nus.org.uk or sign up for a free UNiDAYS account at www.myunidays.com

Leeds University Union (932) provides free, confidential and impartial advice on all aspects of student finances.

www.luu.org.uk

Emergency financial support
If you find yourself in unexpected financial difficulty further into your course, our Student Funding team can advise you on what help is available. Let us know as soon as you recognise there’s an issue.

0113 343 2007 funding@leeds.ac.uk

Open a student bank account – you’ll need to take your confirmation letter from UCAS or a bank letter from us
Preparation to move

University accommodation

If you applied for University accommodation before the 1 July deadline, we’ll email your offer of accommodation before 11 September, so make sure you check your emails regularly, including your junk mail. Our email will include a link to the Accommodation Portal, where you’ll find a copy of your contract, as well as information about the online accommodation induction and how to set up a payment plan. If you no longer need University accommodation, let our Accommodation Services know as soon as possible.

Make sure you read the accommodation contract carefully, including the terms and conditions. You’ll need to accept your contract within four days of receiving it and pay a £200 deposit, but you won’t need to pay anything else until after the start of the contract. To collect the keys for your accommodation, you’ll need an electronic or printed copy of your contract.

Once you’ve accepted your contract, you’ll be able to access the online accommodation induction. You need to complete this before you move in, as it will be specific to your residence. It will tell you what to expect and what you need to bring with you. You’ll also be asked to book a time slot to arrive at your residence, to avoid everyone arriving at the same time.

Let us know in advance if you have a disability or you have any special accommodation requirements.

Planning your arrival

Your contract will tell you your specific contract start and end dates. Generally, depending on which block you’re allocated within your residence, your contract will start on Saturday 15, Sunday 16, Wednesday 19, Friday 21 or Saturday 22 September. Even though your contract may start earlier, most people choose to arrive during the weekend of 22–23 September, so make sure you allow for traffic and train delays. You can get directions to your residence at accommodation.leeds.ac.uk

Step-by-step guide to confirming your University accommodation

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Step 2
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Complete our online accommodation induction to find out what to bring with you and to book your arrival slot.

Parking permits

Parking on campus during term time is only available for students with a blue disability badge. To park on campus with a Blue Badge you’ll need to apply for a University disabled parking permit.

There is limited car parking available at some of the residences off campus. For more information and to apply for a permit, visit accommodation.leeds.ac.uk/carparking

Private accommodation

If you’re moving into private accommodation, before you set off make sure you have the contact details for your landlord and you’ve arranged a collection time for your keys.

If you’re starting a degree apprenticeship and earning a salary from your employer, you’ll need to pay Council Tax for your property. Find out more at www.leeds.gov.uk/council-tax

TV licencing

If you plan to watch on demand or live TV, using your own TV or any other device, you may need to buy a TV licence. You can buy a TV licence online or at a PayPoint outlet (in local supermarkets and convenience shops). You may also need an amplified indoor aerial to ensure good reception, but you can check this when you move in.

Your personal belongings

Make sure your electrical items and other valuables, such as your bike, are security marked with your name and postcode and make a note of their make, model and serial number. You can register these items for free at www.immobilise.com

If you’re staying in University accommodation, information on the insurance cover in our residences and which of your belongings are covered can be found at accommodation.leeds.ac.uk/insurance

Some expensive items may not be covered outside your room, so you’ll need to check the policy and arrange additional cover for these items through a specialist insurance provider.

If you’ve arranged private accommodation, you’ll need to check if you’re automatically covered for contents insurance or if you need to take out your own policy. You can get independent help and advice on all aspects of private accommodation from Student Advice, run by the students’ union, or from Unipol, a student housing charity located next to campus.

www.luu.org.uk
www.unipol.org/leeds

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Some expensive items may not be covered outside your room, so you’ll need to check the policy and arrange additional cover for these items through a specialist insurance provider.

If you’ve arranged private accommodation, you’ll need to check if you’re automatically covered for contents insurance or if you need to take out your own policy. You can get independent help and advice on all aspects of private accommodation from Student Advice, run by the students’ union, or from Unipol, a student housing charity located next to campus.

www.luu.org.uk
www.unipol.org/leeds
Health and wellbeing

Meningitis vaccinations
You need to check you have the right vaccinations before you arrive in Leeds, specifically against meningitis AOW and MMR (measles, mumps and rubella). It’s likely that you’ve already had some vaccinations when you were younger, but you should talk to your usual doctor to make sure you’re appropriately vaccinated. Alternatively, vaccinations are also available from the Leeds Student Medical Practice (see page 23), which you should arrange as soon as possible after arriving in Leeds. students.leeds.ac.uk/healthcare

Dental treatment
If you have medication on a repeat prescription, you should prepare to bring one month’s supply with you, as it can take a while for your notes to be transferred from your usual doctor.

Support for disabled students
If you have an impairment, health condition (including mental health conditions) or a specific learning difficulty like dyslexia, it’s important you contact our Disability Services as soon as possible. It’s better if you contact us before you start your course, so we can discuss your support needs and get everything in place before you arrive. Even if you don’t think you’ll need any support, we can make you aware of any options available to you for the future.

You’ll be able to access a range of free equipment and support services, including modified examination arrangements, extended library loan facilities and access to computers with assistive technology, as well as regular drop-in advice and guidance sessions. There’s also help available for certain conditions, some of which is free, but you may need to apply for additional funding if you require more specialist support, such as personal study assistance, transcription services or sign language interpretation. For more information about the Disabled Students’ Allowance see page 8.

To access support you’ll need to provide current evidence of your disability or diagnosis and complete our online sign-up form at students.leeds.ac.uk/settlingyourselfsupport

Disability Services are on the ground floor in the Chemistry West Building (95SA) and the main entrance is wheelchair accessible. 0113 343 3697 disability@leeds.ac.uk

Student counselling and wellbeing
We recognise there may be times when you experience stress, emotional problems or upsetting life events that make it hard to cope academically or personally. To help you deal with those difficult times, we provide free, professional and confidential counseling, wellbeing and mental health support, alongside local NHS services. We also promote wellbeing through groups, workshops and web-based self-help resources, such as Big White Wall.

If you have an existing mental health diagnosis, we can provide one-to-one support, develop appropriate support plans, or put you in contact with other professionals in the area. students.leeds.ac.uk/supportandwellbeing

Before you arrive – checklist

There are lots of things to think about before you arrive at the University. Here’s a checklist to help you.

Registration and module enrolment

<table>
<thead>
<tr>
<th>Page</th>
<th>Preparing to move</th>
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<tbody>
<tr>
<td>Start online registration from 29 August</td>
<td>3</td>
</tr>
<tr>
<td>Bring your original academic certificates with you if they’re needed</td>
<td>3</td>
</tr>
<tr>
<td>Save an electronic copy or print a copy of your registration certificate</td>
<td>3</td>
</tr>
<tr>
<td>Pack your passport and visa/other immigration permission (if applicable), or your national identity card. If you’re a UK student and you don’t have a passport, complete an ID verification form and remember to pack your original birth or adoption certificate</td>
<td>3</td>
</tr>
<tr>
<td>Enrol for your optional and/or discovery modules as soon as possible, as some may be popular or have limited spaces which can fill up quickly</td>
<td>4</td>
</tr>
</tbody>
</table>

Tuition fee arrangements and funding

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<tr>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Bring your official letter from your sponsor, if applicable</td>
<td>7</td>
</tr>
<tr>
<td>If you haven’t already, apply for government funding as soon as possible</td>
<td>8</td>
</tr>
<tr>
<td>Contact Disability Services about applying for the Disabled Students’ Allowance, if applicable</td>
<td>8</td>
</tr>
</tbody>
</table>

Managing your money

<table>
<thead>
<tr>
<th>Page</th>
<th>Preparing to move</th>
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</thead>
<tbody>
<tr>
<td>Open a student bank account – you’ll need official ID and your confirmation letter from UCAS or a bank letter from us</td>
<td>9</td>
</tr>
<tr>
<td>Make sure you know your National Insurance number if you want to register with Jobslink for part-time work or register to vote</td>
<td>9</td>
</tr>
</tbody>
</table>

Before you arrive

Students need to be aware of the following arrangements and funding.

- Accept your University accommodation contract within four days and pay your deposit
- Complete our online accommodation induction and book your arrival slot
- Apply for a University disabled parking permit if you have a blue disability badge
- If you’re moving into private accommodation, make sure you have the contact details for your landlord and arrange a time to collect your keys
- Buy a TV licence
- Security mark your electrical items and other valuables, such as your bike, and register them online for free
- Check the contents insurance cover for your University residence or private accommodation and get additional cover if needed
- Check with your usual doctor that you have the right vaccinations
- Prepare to bring one month’s supply of medication with you if you’re on a repeat prescription
- Contact Disability Services to discuss your support needs

Preparing to move

- Accept your University accommodation contract within four days and pay your deposit
- Complete our online accommodation induction and book your arrival slot
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- Prepare to bring one month’s supply of medication with you if you’re on a repeat prescription
- Contact Disability Services to discuss your support needs
Arriving at University for the first time can feel incredibly exciting and scary. Don’t worry, we’ll give you lots of tips to help you settle in.

**ARRIVING IN LEEDS**

**Arriving in Leeds**

University accommodation

Before arriving in Leeds, you should have completed our online accommodation induction (see page 10) and booked a time slot to arrive at your residence. There is very limited parking at our residences, so on moving in days you’ll need to drop your things off and find somewhere to park.

When you arrive just go straight to your residence, where you’ll be able to collect your keys and move in. To speed up this process, have your accommodation contract ready to show, either saved on your phone or tablet, or a printed copy.

Once you’ve collected your keys, you’ll need to complete an online inventory, which is a record of the contents and condition of your room. You need to report anything missing or damaged, as your room will be checked against the inventory at the end of your stay.

You’ll find other students arriving at different times. Knocking on other students’ doors to meet your new neighbours, keeping your door open while you unpack and going to other flats and floors are all good ways to start meeting people. You should also look out for notices telling you about any events in the residence, particularly the warden’s introductory meeting.

If you have any problems with your accommodation, make sure you tell someone.

**Private accommodation**

Once you’ve collected your keys and you’re inside the property, check it thoroughly and consider how it compares to when you saw it at the time of signing the contract. Take photos of the property (including any wear and tear) so you have proof of its condition. Contact the landlord or letting agency straight away about any concerns, such as missing or damaged items. If there’s a burglar alarm, make sure the landlord gives you the code so you can use it.

You can download the Leeds Bins app so you can check when your bin collection day is and get reminders straight to your phone.

If you experience any issues with your neighbours and need advice or support, contact our 24-hour helpline on 0113 343 1064.

Independent help and advice on all aspects of private accommodation, including utility bills, contracts, maintenance and repairs, is available from Student Advice, run by the students’ union, or from Unipol, a student housing charity located next to campus.

You can find out more about living locally and being a Leeds resident at sustainability.leeds.ac.uk/your-community.

**Moving into your new home**

Collect your keys and look out for your new neighbours.
Getting around Leeds

In your welcome pack you’ll find a handy-sized guide to help you find your way around. It includes a map of the campus and a list of key buildings, along with a map of the city centre, University residences and the main bus routes between them.

Leeds has a compact city centre and it’s easy to get around whether you’re on foot, cycling or on a bus. Take a look at how you can get around Leeds or request a printed copy of the University’s travel guide at sustainability.leeds.ac.uk/travel-guide

Walking
More than 70% of students walk to the University – not surprising as most students live within easy walking distance of campus. It’s also great for your bank balance.

Bus services
Leeds has an excellent bus service with frequent buses running throughout the day and into the early hours.

All our student residences are on, or very close to, frequent bus routes, making it easy for you to travel to and from the University. Single journeys between the University and Headingley currently cost just £1 if you show your student ID card. There’s also a range of discounted student travel tickets available to help save you money.

www.firstgroup.com/leeds
www.yorkshiretiger.co.uk

Cycling
You can hire a bike at low cost from the University’s Bike Hub on campus, located between the EC Stoner Building (G 73) and the Roger Stevens Building (G 89). Along with bike hire, the Hub also offers bike maintenance facilities and information on storage, safety and cycle routes to all cyclists at the University.

All residences have secure bike storage and there are lots of bike stands around campus.

To find out how to hire a bike, visit sustainability.leeds.ac.uk/sustainable-transport/bike-hire

Arriving in Leeds – checklist

Moving in day is finally here, so use this checklist to keep organised and help everything go smoothly.

<table>
<thead>
<tr>
<th>Moving into your new home</th>
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<tbody>
<tr>
<td>Make sure you have an electronic or printed copy of your University accommodation contract ready to show at your residence</td>
<td>15</td>
</tr>
<tr>
<td>Collect your key from your University residence or private landlord and move in</td>
<td>15</td>
</tr>
<tr>
<td>Complete the online inventory for your room if you’re living in University accommodation</td>
<td>15</td>
</tr>
<tr>
<td>Attend the warden’s introductory meeting at your residence</td>
<td>15</td>
</tr>
<tr>
<td>If you’re living in private accommodation, contact your landlord or letting agency straight away if you’re concerned about anything, such as missing or damaged items</td>
<td>15</td>
</tr>
</tbody>
</table>
You’ll spend your first few weeks at University finding your way around and making new friends. There’ll be lots of induction activities and welcome events to help you get started and adjust to University life.

Completing your identity check and getting your student ID card
To complete registration, we need to check your identity in person when you arrive. If you have a student loan, we can then let the Student Loans Company know you’ve registered with us, so they can make any loan payments to you.

Staff will be available in the Great Hall (57) from 17 September – 5 October, Monday–Friday, 9am–5pm to complete your identity check. You’ll need an electronic or printed copy of your registration certificate, as well as your passport/national identity card if you’re a British or EEA student, or your passport and visa/other immigration permission if you’re an international student.

If you’re a UK student and you don’t have a passport, you’ll need to take a completed ID verification form with you, along with your original birth or adoption certificate. A copy of the form can be downloaded at students.leeds.ac.uk/idverification

Once we’ve checked your identity, staff in the Great Hall will take a photo of you and print your student ID card while you wait. It’s important to get your student ID card as you’ll need this to access our libraries, computer services, sports facilities and some lecture theatres, and you’ll also need to show it when you sit exams.

students.leeds.ac.uk/studentcard

From Monday 8 October, staff at the Student Services Centre in the Marjorie and Arnold Ziff Building (77) will be able to help you with registration and student ID cards, as well as official documents, accommodation, fees and funding, and many other student enquiries. During September the Student Services Centre is open Monday–Friday, 9am–5pm (opens at 10am on Wednesdays). Our Cash Services counter closes at 4.45pm.

itinductions.leeds.ac.uk/students

You’ll also find information on Minerva, where you can access everything including your timetable, your library account, announcements, module information, handouts, reading lists and video recordings for some of your lectures. Find out more at minerva.leeds.ac.uk

If you haven’t already, download the free UniLeeds app. Once you have your University username and password you’ll be able to access personalised content on your phone, as well as check computer cluster availability, get the latest University news and much more. You can even check where there are vacant washing machines and dryers in your University residence via LaundryView.

it.inductions.leeds.ac.uk/students

Complete your identity check when you arrive on campus and get your student ID card
## Academic inductions

### Library induction

We have four main libraries on campus: the Laidlaw (E63), Edward Boyle (E62), Brotherton (E59) and Health Sciences (E57). The Laidlaw Library has the books on your recommended reading lists and is designed for undergraduate study, but each library provides areas for silent individual study, as well as flexible areas for group work, extensive computer facilities and wifi for laptop and tablet use. [library.leeds.ac.uk](http://library.leeds.ac.uk)

The libraries are open seven days a week, during term time, with a variety of opening times to suit your needs. Remember you’ll need your student ID card to gain access. Library staff are available during office hours, providing information and advice, as well as academic skills support to help you develop important skills such as effective communication and time management. The library induction will help you get started at [library.leeds.ac.uk/quickstart](http://library.leeds.ac.uk/quickstart).

### Your school induction

Your University school will send you specific information about its induction and welcome events. Make sure you attend as this is your opportunity to meet other students and staff and get to know what you’ll be doing in the weeks ahead.

Your health and safety is a key priority for us and it’s important that you understand your responsibilities for health and safety as a student. Your University school will provide you with essential health and safety information as part of their induction.

There’ll also be a welcome event on Friday 21 September for mature undergraduates run by our Lifelong Learning Centre, based in the Marjorie and Arnold Ziff Building (R101). This is a great opportunity to meet other mature students and find out about the support available to you. To book a place, visit [lic.leeds.ac.uk/about/events](http://lic.leeds.ac.uk/about/events).

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## University life

### Your students’ union and Freshers’ Week

We hope you’ve already heard lots of great things about Leeds University Union (LUU) (E32), your award-winning students’ union right at the heart of campus. Make sure you attend one of their welcome talks, which will give you the opportunity to discover exactly what your students’ union is all about and how they’ll support you through your studies.

Freshers’ Week, from 24–30 September 2018, will be filled with events and fairs to introduce you to LUU’s clubs and societies. It’s a great opportunity to meet new friends and socialise with your housemates.

Freshers’ Fairs are the perfect way to join student-led sports clubs, faith and culture groups, volunteering and special interest societies. There are over 300 clubs and societies for you to choose from and if you’re not sure or you just fancy a taster, you can try one of the Give it a Go sessions with no pressure to sign up, or you could even start up your own group.

Look in your Leeds University Union welcome pack to find out more about Freshers’ Week and visit [www.luu.org.uk](http://www.luu.org.uk).

### Food, drink and shops on campus

The University’s catering service, Great Food at Leeds, offers a wide selection of fresh food at competitive prices during the day. Whatever your tastes or dietary requirements, whether you’re looking for a freshly made sandwich to take away or to sit down for a hot meal, you’ll find something in one of our 16 cafes or award-winning Refectory (E29). Where possible, our products are locally sourced, seasonal and Fairtrade.

To help you budget for meals and save money, you can join the Refresh loyalty scheme. Simply download the Refresh Loyalty Unileeds app to save 10% on selected products and earn loyalty points and free hot drinks. It can be used in any of the Great Food at Leeds cafes. If you bring any reusable cup to any of our catering outlets, you’ll also get 20p discount off your hot drink.

For more information and to find our latest offers, visit [gfl.leeds.ac.uk](http://gfl.leeds.ac.uk).

Although the city centre is only a short walk from campus, Leeds University Union’s building (E32) boasts a range of shops where you can buy all your essential items, including groceries, stationery and many different lunch options. [www.luu.org.uk](http://www.luu.org.uk)

### Sport and physical activity

If you’re staying in University accommodation, you’ll automatically get off-peak gym and sports membership (Edge Club membership) included in your residence fees. If you want more flexible access times to the fitness suite and swimming pool, you can upgrade your membership during your online accommodation induction (see page 10) or anytime at [sport.leeds.ac.uk/student-membership](http://sport.leeds.ac.uk/student-membership).

You’ll be able to start using your membership as soon as you arrive on campus. Free 20-minute tours of The Edge (R101) are available throughout Freshers’ Week and the first week of term. There’s no need to book, just arrive at The Edge reception shortly before 10am, 3pm or 5pm on any weekday and you’ll be shown around all the fantastic facilities on offer. To learn more about our sports facilities, visit [sport.leeds.ac.uk](http://sport.leeds.ac.uk).

Look out for more information about the finale of the University’s biggest sporting event of the year, Varsity 2018, between rivals University of Leeds and Leeds Beckett University on Wednesday 3 October. The day starts with our Varsity Festival, including over 50 fixtures across 25 different sports all in one day, culminating with the rugby union finale at Emerald Headingley Stadium, which attracts an audience of over 15,000. [www.leedsvarsity.com](http://www.leedsvarsity.com)

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### Welcome talk and a tour of The Edge

Complete your online IT and library inductions and attend your school induction.

Attend a Leeds University Union welcome talk and a tour of The Edge.
Enrichment opportunities

Your experience here will involve much more than your academic studies. Here’s how you can find out more about some of the opportunities available to you, beyond your first few weeks, which will enrich your University experience and boost your employability.

Volunteering

There are a huge range of opportunities to develop your skills, broaden your life experience and make a difference to the community, the University and your employability. Come along to the Autumn Volunteering Fair in the Parkinson Building (16/60) on Tuesday 16 October, 11am–3pm to find out more.

leedsforlife.leeds.ac.uk/opportunity

Discovery modules

If you haven’t chosen your discovery modules by the time you arrive in Leeds, you can get information on the Discovery Themes and advice on selecting the discovery modules you’re considering at the Discovery Themes Fair on Wednesday 26 September, 11am–4pm in Parkinson Court, Parkinson Building (16/60). Find out more at leedsforlife.leeds.ac.uk/broadening

Join our global community

We have a programme of social events to welcome all students to our vibrant, multicultural campus. Meet new people from all over the world at Global Café and drop in to some of our other Global Community intercultural events for a taste of different cultures and countries and some great global networking.

www.leeds.ac.uk/globalcommunity

Studying abroad

Studying abroad is a great way to experience another culture, make friends and have fun, as well as develop skills valued by employers. Find out more at the Study Abroad Fair in the Parkinson Building (16/60) on Friday 19 October, 11am–3pm.

students.leeds.ac.uk/studyabroad

Find out more about all the new and exciting opportunities available to you, including exclusive summer internships and work placements, at students.leeds.ac.uk/opportunities

Health and wellbeing

Register with a doctor in Leeds

It’s essential that you register with a doctor in Leeds shortly after you arrive and that you don’t leave it until you need medical treatment. All students living in University accommodation, and most living in private accommodation in the student areas of Leeds, are eligible to join the Leeds Student Medical Practice, located close to the University campus. Register online or request a registration pack at www.leedsstudentmedicalpractice.co.uk/register

Alternatively, you can find a local NHS doctor at www.nhs.uk/service-search

Student support

Coming to University is the next big chapter in your life and you may feel a bit overwhelmed at the prospect, but we’re here to help wherever you need us.

The University has a network of support and pastoral care to help you make the most of your time here and to help you through any difficulties. Our services will work together to ensure that any problems are dealt with swiftly and effectively. No matter what the problem, there’s always someone who can help. You can get to know about our support services through the UniLeeds app or at students.leeds.ac.uk/supportandwellbeing

We recognise that studying at university is very different from what you’ve been used to, but we’ll guide you through this transition. You’ll have regular and structured meetings with your personal tutor who will play an important role in supporting your academic and personal development, as well as providing advice on other aspects of your life at the University.

Leeds University Union (16/32) offers free, confidential and independent advice and can help you with any problems you may face during your life as a student.

www.lu.org.uk

#leedsuniversityunion

@LeedsUniUnion

#leedsunion

Support for mature students

Coming to University as a mature student can be a bit daunting, especially if you’ve been away from education for a while. You may have questions or concerns about juggling your course around family commitments or coping with studying for a degree course. The Lifelong Learning Centre, in the Marjorie and Arnold Ziff Building (16/77), is a useful source of advice and support and can help you settle into University life.

0113 343 3212
lifelonglearning@leeds.ac.uk
llc.leeds.ac.uk/students/mature-students

Support for student parents

There’s lots of help and support available if you’re bringing your family to Leeds, including information on financial support, childcare options, finding suitable accommodation and family-friendly facilities. You can find out more, including how to meet other student parents, at students.leeds.ac.uk/childrenandfamily

Keeping you safe

There is a dedicated security service that works 24/7, 365 days a year, providing security patrols on all University property and monitoring a comprehensive CCTV system on campus.

If you live in student areas close to the city centre, the Leeds University Union’s Nightbus will take you from the entrance of Leeds University Union (16/32) to your home for just £1. As spaces are limited on each journey, you should always plan an alternative way home. Where possible, our security staff will walk you to your taxi as part of the Walk Safe scheme.

If you find yourself stuck without money and unable to get home, Amber Cars (taxi service) will take you home in exchange for Amber Car cards. Alternatively, you can pick it up and pay your taxi fare the next day.

www.taxileeds.co.uk/students

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Exploring the city

Leeds is home to over 60,000 students. It’s renowned as a centre for arts, sports, leisure, entertainment and nightlife, so it really does have something for everyone. Leeds is full of experiences, is easy to explore and will soon be your new home. Find out more about the city you’ll be living in at www.visitleeds.co.uk

Arts galleries and museums
- The Royal Armouries (above) is the UK’s national museum of arms and armour, with live shows of knights jousting
- Leeds City Museum takes you through the city’s 800-year history
- Leeds Art Gallery houses a world-class collection of 20th century British art

Theatre and film
- Leeds Grand Theatre and Opera House (above) show major touring productions, as well as acclaimed productions from Northern Ballet and Opera North
- Leeds Playhouse is one of the largest producing theatres in the north
- Millennium Square is an outdoor public space and live entertainment venue, hosting a varied programme of events throughout the year

Shopping
- Leeds is famous for its historic arcades, including the Victoria Quarter, Queen’s Arcade (above) and Thornton’s Arcade, which offer a unique shopping experience
- You’ll find all your favourite designer and high-street brands under one roof in Trinity Leeds, right in the heart of Leeds
- The opening of Victoria Leeds makes Leeds the third largest shopping destination in the UK outside London
- Leeds Corn Exchange, with its iconic domed roof, is home to many boutique-style shops and cafés in one of the most loved buildings in the city

Food and drink
- Trinity Kitchen (above) offers a vibrant mix of restaurants and street food vans in the Trinity Leeds shopping centre
- Leeds’ historic Kirkgate Market, Europe’s largest covered market, is a great choice for cheap, fresh groceries

Sport
- Woodhouse Moor Parkrun (above) is one of several free events held at parks across Leeds
- Emerald Headingley Stadium is home to Yorkshire County Cricket Club, Leeds Rhinos rugby league team and Yorkshire Carnegie rugby union team

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Now that you’ve arrived and are ready to settle in to student life, use this checklist to know what you need to do next.

### Your first few weeks – checklist

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<tr>
<td>Get your student ID card</td>
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<tr>
<td>Complete your online IT induction</td>
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<tr>
<td>Download the UniLeeds app</td>
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<tr>
<td>Complete your online library induction</td>
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<td>Register with a doctor in Leeds</td>
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### Welcome events

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<tbody>
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<td>Attend your school induction and welcome events</td>
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<tr>
<td>Attend the welcome event for mature students, if applicable</td>
<td>20</td>
</tr>
<tr>
<td>Attend a Leeds University Union welcome talk</td>
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</tr>
<tr>
<td>Check out the Freshers’ Week events</td>
<td>21</td>
</tr>
<tr>
<td>Attend a tour of The Edge to find out what’s on offer</td>
<td>21</td>
</tr>
<tr>
<td>Go to the Study Abroad Fair</td>
<td>22</td>
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<tr>
<td>Visit the Autumn Volunteering Fair</td>
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<tr>
<td>If you haven’t chosen your modules, go to the Discovery Themes Fair</td>
<td>22</td>
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<tr>
<td>Check out the Global Community social events and drop in to Global Café</td>
<td>22</td>
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</tbody>
</table>

Don’t miss any student announcements, events or other useful information

/uolcurrenstudents
@UoLStudents
Alternative formats
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0113 343 3927
disability@leeds.ac.uk