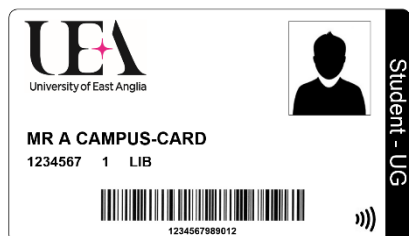


HOW TO SUCCESSFULLY START YOUR JOURNEY

AT THE UNIVERSITY OF EAST ANGLIA

(for Undergraduate and Postgraduate Taught only)

An important task that you need to complete before arriving in the UK is the pre-arrival registration task - <https://www.uea.ac.uk/newstudents/before-you-arrive>



“To register at the University you need to complete an online registration before you arrive. You’ll then do the second part of your registration once you arrive on campus. Online registration is easy, you’ll just confirm your personal details and the course you’re taking, and answer some finance questions. You’ll also set up your IT password, read and agree to the University

regulations and upload a photo for your campus card (see example above)”

(if you have any queries about the registration task contact <registration@uea.ac.uk)

Orientation and Discovery week will take place from Wednesday 21st to Sunday 25th of September to help you discover the University and the City of Norwich (Programmes available on the new students area webpage and printed copies in Congregation Hall)

Please be aware of the UK time zone and take care if you are jet-lagged (<http://www.nhs.uk/conditions/Jet-lag/Pages/Introduction.aspx>)

Your dedicated **Arrival Days** for registering at UEA for courses starting on Monday 25th of September are

Wednesday 20 September 2017

Thursday 21 September 2017

From 10.00 to 22.00 (Registration until 18.30)

Here a step by step help guide of the registration process during your Arrival Days and the registration process if you are not able to arrive during your dedicated registration days.

Please select according to your arrival date and whether you will be living on campus accommodation or off campus.

Registration Process Help guide

You are:

An International student on a Tier 4 arriving on 20 or 21 September:

✦ I have accepted a University Accommodation

[Start your journey here](#)

✦ I have rented a private accommodation
(private landlord)

[Start your journey here](#)

I am an International Student on a Tier 4 Visa arriving at UEA
either on 22 / 23 / 24 of September,

✦ I have accepted a University Accommodation

[Start your journey here](#)

✦ I have rented a private accommodation
(private landlord)

[Start your journey here](#)

I am an International Student on a Tier 4 Visa arriving at UEA
on Monday 25 September

✦ I have accepted a University Accommodation

[Start your journey here](#)

✦ I have rented a private accommodation
(private landlord)

[Start your journey here](#)

I am arriving at UEA from Tuesday 26 September

[Start your journey here](#)

I am an European Union Student arriving at UEA on 20 or
21 September,

✦ I have accepted a University Accommodation

[Start your journey here](#)

✦ I have rented a private accommodation

[Start your journey here](#)

I am an European Union Student arriving at UEA either on
22 / 23 / 24 of September,

✦ I have accepted a University Accommodation

[Start your journey here](#)

✦ I have rented a private accommodation

[Start your journey here](#)

I am an European Union Student arriving at UEA on
Monday 25 September,

✦ I have accepted a University Accommodation

[Start your journey here](#)

✦ I have rented a private accommodation

[Start your journey here](#)

I am arriving at UEA from Tuesday 26 September

[Start your journey here](#)

20 - 21 September (campus):

Staff and student helpers will welcome you in

Congregation Hall (Building 23 on the Campus Map)

and will help and direct you to the relevant desks as outlined below

Step 1 key collection

Key collection for your accommodation on campus will take place in

Congregation Hall (Building 23 on the Campus Map)

From 10.00 till 22.00

Your campus card will be available in your Accommodation Pack at the Accommodation Desk when collecting your keys and signing the Licence (University Accommodation Tenancy Agreement)

When you have completed Step 2 and Step 3, staff and student helpers will accompany you to your accommodation on campus.

If you arrive after 18.30, you will be able to complete Step 2 and Step 3 the following days Thursday 21 September between 10.00 and 18.30, Friday 22 September between 10.00 and 15.00, Saturday 23 and Sunday 24 between 10.00 and 16.00, Monday 25 September between 9.30 and 16.00.

After 22.30 your key for your accommodation on campus can be collected from **the Lodge** (Security – Building 1 on the Campus map)

Step 2 Collect your Biometric Residence Permit
(Only for students on a Tier 4 visa who have a “decision letter”)

The Biometric Residence Permit (BRP) is your visa and will replace the temporary one (30-day vignette) in your passport. This will be specified in the “decision letter” that you have received from the UK Home Office via the UK Embassy / High Commission in your country.

Please have your “decision letter” ready to be shown to staff / Student reps

Biometric Residence Permit (BRP) collection will take place in

Congregation Hall (Building 23 on the Campus Map)

If you have selected a local Post Office for your BRP collection, talk to a member of the ISA Team / or a Student Support Rep.

Step 3 Registration

Now you are ready to register. Registration for International and EU Students at UEA will take place in

Congregation Hall (Building 23 on the Campus Map)

From 10.00 to 19.00

Police Registration

Some of you will need to register with the Police, leaflets and information are available in Congregation Hall. A Nationalities Clerk will be available for registration in

Congregation Hall (Building 23 on the Campus Map)

From 10.00 to 16.30

Make sure that you have the following with you:

- 2 recent passport size colour photographs
- your passport with your current visa
- your BRP
- the Home Office approval of your application for leave to enter the UK
- £34 (cash or card) for registering with the police
- Campus card
- Proof of financial resources (e.g. bank statement, sponsorship agreement or University Licence, etc.)
- Your university offer letter with details of your studies, your CAS

The Nationalities Clerk will also be available on campus after arrivals. The leaflet will contain the dates.

20 - 21 September (off campus):

Staff and student helpers will welcome you in

Congregation Hall (Building 23 on the Campus Map)

and will help and direct you to the relevant desks / buildings as outlined below

Step 1 Campus card collection

Your campus card will be available for collection from

the Library (Building 14 on the Campus Map).

from 9.00 to 17.00.

If you arrive after 18.30, you will be able to complete Step 2 and Step 3 the following days Thursday 21 September between 10.00 and 18.30, Friday 22 September between 10.00 and 15.00, Saturday 23 and Sunday 24 between 10.00 and 16.00, Monday 25 September between 9.30 and 16.00.

**Step 2 Collect your Biometric Residence Permit
(Only for students on a Tier 4 visa who have a "decision letter")**

The Biometric Residence Permit (BRP) is your visa and will replace the temporary one (30-day vignette) in your passport. This will be specified on the "decision letter" that you have received from the UK Home Office through the UK Embassy / High Commission in your country.

Please have your "decision letter" ready to be shown to staff / Student reps

Biometric Residence Permit (BRP) collection will take place in

Congregation Hall (Building 23 on the Campus Map) on

If you have selected a local Post Office for your BRP collection, talk to a member of the ISA Team.

Step 3 Registration

Now you are ready to register. Registration for International and EU Students at UEA will take place in

Congregation Hall (Building 23 on the Campus Map)

From 10.00 to 19.00

Police Registration

Some of you will need to register with the Police, leaflets and information are available in Congregation Hall. A Nationalities Clerk will be available for registration in

Congregation Hall (Building 23 on the Campus Map)

From 10.00 to 16.30

Make sure that you have the following with you:

- 2 recent passport size colour photos
- your passport with your entry visa
- your BRP
- the Home Office letter of invitation and your application for leave
- Fees applied for registration with the police is £34 (cash only)
- Campus card
- Proof of address (e.g. tenancy agreement or University Licence, etc.)
- Your university offer letter with details of your studies, your CAS

The Nationalities Clerk will also be available on campus after arrivals. The leaflet will contain the dates.

20 - 21 September EU (campus):

Staff and student helpers will welcome you in

Congregation Hall (Building 23 on the Campus Map)

and will help and direct you to the relevant desks as outlined below

Step 1 – Key collection

Key collection for your accommodation on campus will take place in

Congregation Hall (Building 23 on the Campus Map)

From 10.00 till 22.00

Your campus card will be available in your Accommodation Pack at the Accommodation Desk when collecting your keys and signing the Licence (University Accommodation Tenancy Agreement)

When you have completed Step 2 and Step 3, staff and student helpers will accompany you to your accommodation on campus.

After 22.30 your key for your accommodation on campus can be collected from **the Lodge** (Security – Building 1 on the Campus map)

If you arrive after 18.30, you will be able to complete Step 2 the following days Thursday 21 September between 10.00 and 18.30, Friday 22 September between 10.00 and 15.00, Saturday 23 and Sunday 24 between 10.00 and 16.00, Monday 25 September between 9.30 and 16.00.

Step 2 Registration

Registration will take place in

Congregation Hall (Building 23 on the Campus Map)

From 10.00 to 19.00

Please have your EU passport (or ID) ready

20 - 21 September EU (off campus):

Staff and student helpers will welcome you in

Congregation Hall (Building 23 on the Campus Map)

and will help and direct you to the relevant desks / buildings as outlined below

Step 1 Campus card collection

Your campus card will be available for collection from

the Library (Building 14 on the Campus Map).

from 9.00 to 17.00.

Step 2 Registration

Registration will take place in

Congregation Hall (Building 23 on the Campus Map)

From 10.00 to 19.00

Please have your EU passport (or ID) ready

22 – 23 – 24 September (campus)

Over the weekend we will expect Postgraduate Students on Friday 22nd and Home Students on Saturday 23rd and Sunday 24th for their registration.

If you are arriving during this time please be aware of the high numbers of students that are going to register and possible queues.

Staff and student helpers will welcome you in

Congregation Hall (Building 23 on the Campus Map)

Friday 22nd September from 10.00 to 15.00

On Saturday 23rd September and Sunday 24th September from 10.00 to 16.00

and will help and direct you to the relevant desks as outlined below

If you arrive after the closing hours, your key for your accommodation on campus can be collected from **the Lodge** (Security – Building 1 on the Campus map)

After the closing hours, you will be able to complete Step 2 the following days up to Monday 25th September.

Step 1 – Key collection

Key collection for your accommodation on campus will take place in

Congregation Hall (Building 23 on the Campus Map)

Your campus card will be available in your Accommodation Pack at the Accommodation Desk when collecting your keys and signing the Licence (University Accommodation Tenancy Agreement)

When you have completed Step 2 and Step 3, staff and student helpers will accompany you to your accommodation on campus.

Step 2 Collect your Biometric Residence Permit (Only for students on a Tier 4 visa who have a “decision letter”)

The Biometric Residence Permit (BRP) is your visa and will replace the temporary one (30-day vignette) in your passport. This will be specified on the “decision letter” that you have received from the UK Home Office via the UK Embassy / High Commission in your country.

Please have your “decision letter” ready

Biometric Residence Permit (BRP) collection will take place in

Congregation Hall (Building 23 on the Campus Map) on

Step 3 Registration

Now you are ready to register. Registration for International and EU Students at UEA will take place in

Congregation Hall (Building 23 on the Campus Map)

Police Registration

Some of you will need to register with the Police, leaflets and information are available in Congregation Hall. A Nationalities Clerk will be available for registration on campus. A leaflet available in Congregation Hall will give your further information and the dates when the Nationalities Clerk will be on campus.

22 – 23 – 24 September (off campus)

Staff and student helpers will welcome you in

Congregation Hall (Building 23 on the Campus Map)

Friday 22nd September from 10.00 to 15.00

On Saturday 23rd September and Sunday 24th September from 10.00 to 16.00

and will help and direct you to the relevant desks / buildings as outlined below

After the closing hours, you will be able to complete Step 2 the following days up to Monday 25 September.

Step 1 Campus card collection

Your campus card will be available for collection from

the Library (Building 14 on the Campus Map).

from 9.00 to 17.00.

Step 2 Collect your Biometric Residence Permit (Only for students on a Tier 4 visa who have a “decision letter”)

The Biometric Residence Permit (BRP) is your visa and will replace the temporary one (30-day vignette) in your passport. This will be specified on the “decision letter” that you have received from the UK Home Office through the UK Embassy / High Commission in your country.

Please have your “decision letter” ready

Biometric Residence Permit (BRP) collection will take place in

Congregation Hall (Building 23 on the Campus Map) on

Step 3 Registration

Now you are ready to register. Registration for International and EU Students at UEA will take place in

Congregation Hall (Building 23 on the Campus Map)

Police Registration

Some of you will need to register with the Police, leaflets and information are available in Congregation Hall. A Nationalities Clerk will be available for registration on campus. A leaflet available in Congregation Hall will give your further information and the dates the Nationalities Clerk will be on campus.

22 – 23 – 24 September EU (campus)

Over the weekend we will expect Postgraduate Students on Friday 22nd and Home Students on Saturday 23rd and Sunday 24th for their registration.

If you are arriving during this time please be aware of the high numbers of students that are going to register and possible queues.

Staff and student helpers will welcome you in

Congregation Hall (Building 23 on the Campus Map)

Friday 22nd September from 10.00 to 15.04

On Saturday 23rd September and Sunday 24th September from 10.00 to 16.00

and will help and direct you to the relevant desks as outlined below

If you arrive after the closing hours, your key for your accommodation on campus can be collected from **the Lodge** (Security – Building 1 on the Campus map)

After the closing hours, you will be able to complete Step 2 the following days up to Monday 25 September.

Step 1 – Key collection

Key collection for your accommodation on campus will take place in

Congregation Hall (Building 23 on the Campus Map)

Your campus card will be available in your Accommodation Pack at the Accommodation Desk when collecting your keys and signing the Licence (University Accommodation Tenancy Agreement)

When you have completed Step 2, staff and student helpers will accompany you to your accommodation on campus.

Step 2 Registration

Registration will take place in

Congregation Hall (Building 23 on the Campus Map)

Please have your EU passport (or ID) ready

22 – 23 – 24 September EU (off campus)

Over the weekend we will expect Postgraduate Students on Friday 22nd and Home Students on Saturday 23rd and Sunday 24th for their registration.

If you are arriving during this time please be aware of the high numbers of students that are going to register and possible queues.

Staff and student helpers will welcome you in

Congregation Hall (Building 23 on the Campus Map)

Friday 22nd September from 10.00 to 15.00

On Saturday 23rd September and Sunday 24th September from 10.00 to 16.00

and will help and direct you to the relevant desks / buildings as outlined below

After the closing hours, you will be able to complete Step 2 the following days up to Monday 25th September.

Step 1 Campus card collection

Your campus card will be available for collection from

the Library (Building 14 on the Campus Map).

from 9.00 to 17.00.

Step 2 Registration

Registration will take place in

Congregation Hall (Building 23 on the Campus Map)

Please have your EU passport (or ID) ready

25 September (campus)

Staff and student helpers will welcome you in

Congregation Hall (Building 23 on the Campus Map)

Monday 25th September

from 9.30 to 16.00

Step 1 – Key collection

Key collection for your accommodation on campus will take place in

Congregation Hall (Building 23 on the Campus Map)

Your campus card will be available in your Accommodation Pack at the Accommodation Desk when collecting your keys and signing the Licence (University Accommodation Tenancy Agreement)

Step 2 Collect your Biometric Residence Permit (Only for students on a Tier 4 visa who have a “decision letter”)

The Biometric Residence Permit (BRP) is your visa and will replace the temporary one (30-day vignette) in your passport. This will be specified on the “decision letter” that you have received from the UK Home Office via the UK Embassy / High Commission in your country.

Please have your “decision letter” ready

Biometric Residence Permit (BRP) collection will take place in

Congregation Hall (Building 23 on the Campus Map)

If you have selected a local Post Office for your BRP collection, go to the **Student Support Centre** (Building 19 on the Campus Map) and we will direct you to the Post Office specified on your decision letter

Step 3 Registration

Now you are ready to complete your registration. Registration for International and EU Students at UEA will take place in

Congregation Hall (Building 23 on the Campus Map)

Police Registration

Some of you will need to register with the Police, leaflets and information are available in Congregation Hall. A Nationalities Clerk will be available for registration on campus. A leaflet available in Congregation Hall will give your further information and the dates when the Nationalities Clerk will be on campus.

25 September (off campus)

Staff and student helpers will welcome you in

Congregation Hall (Building 23 on the Campus Map)

Monday 25th September

from 9.30 to 16.00

Step 1 Campus card collection

Your campus card will be available for collection from

the Library (Building 14 on

on the Campus Map).

from 9.00 to 17.00.

Step 2 Collect your Biometric Residence Permit (Only for students on a Tier 4 visa who have a "decision letter")

The Biometric Residence Permit (BRP) is your visa and will replace the temporary one (30-day vignette) in your passport. This will be specified on the "decision letter" that you have received from the UK Home Office via the UK Embassy / High Commission in your country.

Please have your "decision letter" ready

Biometric Residence Permit (BRP) collection will take place in

Congregation Hall (Building 23 on the Campus Map) on

If you have selected a local Post Office for your BRP collection, go to the **Student Support Centre** (Building 19 on the Campus Map) and we will direct you to the Post Office specified on your decision letter

Step 3 Registration

Now you are ready to complete your registration. Registration for International and EU Students at UEA will take place in

Congregation Hall (Building 23 on the Campus Map)

Police Registration

Some of you will need to register with the Police, leaflets and information are available in Congregation Hall. A Nationalities Clerk will be available for registration on campus. A leaflet available in Congregation Hall will give your further information and the dates the Nationalities Clerk will be on campus.

25 September EU (campus)

Staff and student helpers will welcome you in

Congregation Hall (Building 23 on the Campus Map)

Monday 25th September

from 9.30 to 16.00

Step 1 – Key collection

Key collection for your accommodation on campus will take place in

Congregation Hall (Building 23 on the Campus Map)

Your campus card will be available in your Accommodation Pack at the Accommodation Desk when collecting your keys and signing the Licence (University Accommodation Tenancy Agreement)

Step 3 Registration

Now you are ready to complete your registration. Registration for International and EU Students at UEA will take place in

Congregation Hall (Building 23 on the Campus Map)

25 September EU (off-campus)

Staff and student helpers will welcome you in

Congregation Hall (Building 23 on the Campus Map)

Monday 25th September

from 9.30 to 16.00

Step 1 Campus card collection

Your campus card will be available for collection from

the Library (Building 14 on the Campus Map).

from 9.00 to 17.00.

Step 2 Registration


Registration will take place in

Congregation Hall (Building 23 on the Campus Map)

I CANNOT ARRIVE DURING ARRIVAL WEEK. WHAT HAPPENS?

If you are not able to arrive during the arrival days on 20th and 21st of September and not be able to attend the International Orientation and Welcome week from 20th to 24th of September, we will do our best to help you to safely sail through all the tasks and give you all the information you need. This will help you to settle in and start your journey at the University of East Anglia as quickly and as hassle-free as possible. Some late Orientation and Welcome Week events will take place in the weeks following the start of the academic year and the International Students Advisory Team in the Student Support Centre will be able to answer all your queries. The programme is available on line on the students area <https://portal.uea.ac.uk/dos/international-students/new-students>

The academic year starts on Monday 25th of September. If you will not be able to be here on time you should contact and make aware your Learning and Teaching HUB: https://portal.uea.ac.uk/learning-and-teaching/hubs?_ga=1.98746587.432148672.1446453436 .

Please address any query you might have to the International Students Advisory Team (ISAT) ISAT@uea.ac.uk and follow us on twitter  @UEA_intl for all updates over the Summer.

Please be aware that if you are on a Tier 4 Visa and you have a 30-day vignette in your passport, you need to travel to the UK within this 30-day period. If you cannot you need to request a new 30-day vignette at the cost of £189.

When on Campus you can visit us for any help / directions at the Student Support Centre (building 19 on the Campus Map).

Step 1 – Late arrival (from 26th of September) – (campus)

On arrival you can collect your keys and sign your licence (University Accommodation Tenancy Agreement) at

the **Accommodation Office** (Building 103 on the campus map).

The Accommodation Office is open from Monday to Friday between 9.00 and 17.00. Outside of these hours you should book for your accommodation until the Accommodation office reopens.

There are different choices in the city, Hotels and B&Bs and the University has its own B&B called Broadview Lodge offering discounted rates for students <https://www.uea.ac.uk/about/visiting-staying/visitor-accommodation/broadview-lodge>. The Broadview Lodge (building 103 on the campus map) is just a couple of meters away from the Accommodation Office.

Step 1 – Late arrival (from 26th of September) – (off campus)

Your campus card can be collected from
the **Library** (building 14 on the campus map)

Step 2 - 3 – late arrival - Collect your Biometric Residence Permit (Only for students on a Tier 4 visa) and register

On arrival on campus you will need to collect your Biometric Residence Permit (BRP), as it will be specified on the “decision letter” that you have received from the UK Home Office through the UK Embassy / High Commission in your country:

- 1) If you have selected the University as an alternative collection location (ACL) for your BRP, you can collect it at
 - **Admissions Office, Room 1.120, Lawrence Stenhouse Building (LSB)**
from 10:00 to 16:00.
- 2) If you have selected a local Post Office
 - **come to the Student Support Centre and we will direct you to the Post Office specified on your decision letter**

When you have your BRP you can register, students from EU do not need a BRP and can go directly to registration at:

Admission Office, Room 1.120, Lawrence Stenhouse Building (LSB)
from 9.30 and 16.00

We encourage you to attend the extended orientation and discovery events and to contact us ISAT@uea.ac.uk for any information that is not covered by this guide.

Police Registration

Some of you will need to register with the Police, leaflets with information and dates, when a Nationalities Clerk will be on campus, will be made available to you, at the Admission Office or at Student Support Centre.

**Now you are ready to start this exciting journey at the
University of East Anglia.**