



beyond *the classroom.*

SKILLS AND EXPERIENCE THAT MATTER

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Welcome

We are delighted that you have chosen to study at Edinburgh Napier University.

Studying abroad is exciting but it can also be daunting so we have prepared this guide with your needs in mind, answering practical questions about living and studying at Edinburgh Napier.

The Visa and International Support team is here to support your transition to Edinburgh and the University and to provide you with guidance and support during your studies here. Our trained immigration advisors are here to help you with your visa and immigration questions.

If you have any questions, please don't hesitate to contact us. If you would prefer to speak to us face to face when you arrive, email to make an appointment or visit one of our drop-in sessions – you can find details on our website below.

We wish you a safe journey and we look forward to meeting you soon.

•••••
• Visa and International
• Support team

• **internationalsupport@napier.ac.uk**

• **+44 (0)131 455 2272**

• **napier.ac.uk/visas-immigration**
•••••

Checklist

Before you arrive

1) Finalise your offer

Satisfy the conditions of your offer

Accept your offer

Pay your tuition fee deposit

2) Get your visa

Make sure you have a valid passport

Apply for your visa

Have medical examinations and vaccinations

Check if you are required to show a tuberculosis screening certificate

Check if you are required to pay the immigration health surcharge

3) Find accommodation

Search and apply for accommodation (University or private)

Pay your accommodation deposit

4) Arrange your travel

Book your flights/travel

Arrange travel insurance

Arrange your airport Meet and Greet collection

5) Complete your matriculation

Read the preparation emails you receive from Edinburgh Napier University

Complete your online matriculation

Enrol for the Password Manager Service

Complete the Introduction to Computing and Library Services

Check the start date and induction schedule for your course

6) Get ready to travel

Buy currency

Pack your suitcase

Pack your essential documents

Pack prescription medication

Checklist

In your first few days

1) Arrival

- Plan your journey for when you arrive in Edinburgh
- Collect your accommodation keys
- Tell your family/friends you have arrived safely
- Find out how to get around the city

2) Immigration

- Collect your Biometric Residence Permit (BRP)
- Register with the police
- Attend the immigration and finance checks at the University

In your first week

1) Finance

- Arrange payment of your tuition fees
- Pay for your University accommodation fees
- Open a bank account

2) Get started at the University

- Collect your student identity card
- Attend Freshers' Week events
- Attend your school academic induction
- Find out about student support in the University

3) Practicalities

- Find out about emergency services
- Register for healthcare
- Arrange contents insurance
- Get a TV licence
- Buy a mobile local/UK SIM card
- Find out about food shops

Before you arrive

Finalise your offer

Unconditional offer	You have met all the entry requirements and have been offered a place on your chosen course. Make sure you accept it so we know you're coming.
Conditional offer	You have been offered a place if you meet specified conditions. We usually ask you to achieve certain results in your exams. Once you have met the specified conditions let us know so we can offer you an unconditional place.

Pay your tuition fee deposit

Once you have an unconditional offer, and have accepted it, you should make a pre-payment deposit of £3,500 to Edinburgh Napier University to secure your place on your course.

You may be exempt from paying the tuition fee deposit if you are using government loans or have a sponsor. Contact the International team if you are unsure.

napier.ac.uk/internationalfees

International team
international@napier.ac.uk

Before you arrive

Get your visa

Visit our visas and immigration website for more information.

napier.ac.uk/visas-immigration

Find out if you need a visa

A visa (or entry clearance) gives you permission to enter the United Kingdom (UK).

If you hold a European Union (EU), European Economic Area (EEA) or Swiss passport, you do not need immigration permission to study in the UK.

To check if you need a UK visa, visit the government website.

www.gov.uk/check-uk-visa

Different visa types

Depending on the length of your course and plans for your stay, you may need a Tier 4 (General) Student Visa or a Short Term Student Visa. Find out about your options on our website.

napier.ac.uk/visas-immigration

Apply for your visa

Visit the visas and immigration section on our website for information and guidance on applying for your visa.

Our dedicated Visa and International Support team are on hand to help you through the process.

Visa and International Support team

internationalsupport@napier.ac.uk

+44 (0)131 455 2272

napier.ac.uk/visas-immigration

Local representatives

Contact one of our local representatives who can help you through the visa application process. A full list of contacts is available on our website.

napier.ac.uk/local-representatives

Vaccines

We advise that you be immunised against meningitis (MenACWY vaccine) before beginning your studies. The vaccine is available in the UK to new university entrants up to 25 years of age. Register with a doctor when you arrive and request the vaccination, if you have not done so before you arrive.

Find out more about student health and wellbeing on myNapier.

<http://my.napier.ac.uk/Wellbeing-and-Support/Health/Pages/Health.aspx>

Before you arrive

Medical check

If you are coming to the UK for more than six months and are resident in a listed country, you will need a medical certificate from an approved clinic confirming that you are clear of tuberculosis (TB). Visit the UK government website to find out if you need a medical check. Be sure to carry your medical certificate in your hand luggage when you travel to the UK.

www.gov.uk/tb-test-visa/overview

Immigration health surcharge

Applications for visas that are more than six months long include an 'immigration health surcharge', which allows you to access free health services under the National Health Service (NHS) in the UK. The surcharge is £150 per year for each year of your visa. The Tier 4 application forms will calculate the amount you need to pay and will request payment before you can complete the application. You can use the immigration health surcharge tool on the UK government website to check how much you will have to pay before you start the application process.

www.immigration-health-surcharge.service.gov.uk/checker/type

Before you arrive

Find accommodation

Edinburgh has a whole host of different accommodation options available to you. There's plenty to think about and it's important you plan ahead, particularly as this may be the first time you've lived away from your family.

University accommodation

The University has 1500 quiet, safe and comfortable rooms over four sites in and around the city centre and many include private bathrooms.

Apply

You can apply for student accommodation online as soon as you have an unconditional offer of study, and have accepted it.

napier.ac.uk/accommodation

Pay your accommodation deposit

You will be asked to make a £500 advance rent payment when you submit your application form.

Accommodation guarantee

First year undergraduate students are guaranteed University accommodation; **apply by the guarantee date of 21 August.**

Postgraduate students are not guaranteed accommodation and spaces are allocated on a first-come, first-served basis. Apply as soon as you can.

Private accommodation

Many students choose to live in privately rented accommodation. There is lots to choose from in Edinburgh, but demand is high too. Our Accommodation team can help you begin your search and make sure you have all the information you need.

napier.ac.uk/study-with-us/accommodation/private-accommodation



Student Accommodation
Office
accommodation@napier.ac.uk
+44 (0)131 455 3713
napier.ac.uk/accommodation

Before you arrive

Arrange your travel

Book your flights or travel

Once you have arranged your fees, visa and accommodation, you will be ready to book your travel to the UK.

September 2017

Try to arrive before Monday 4 September so that you can take part in the Welcome Week activities and academic induction. The last date for arrival is Friday 22 September.

January 2018

Try to arrive before Monday 8 January so that you can take part in the Welcome Week activities and academic induction.

For information on travelling to Edinburgh, visit our 'Getting here' website.

napier.ac.uk/getting-here

Arriving via the Republic of Ireland

If you travel to the UK via the Republic of Ireland, you must be aware that there is no immigration control on arrival in the UK, which can cause a problem if you are on a short course and did not apply for a visa before travelling. Find out more on our website.

napier.ac.uk/arrival-via-ireland

Find out what to pack on page 12

Airport Meet and Greet

We offer reliable, comfortable, free travel from Edinburgh Airport to your accommodation in Edinburgh from 1 - 3 September 2017. For January 2018 it is 3 and 4 January 2018.

Book by email

arrivals@napier.ac.uk

Please provide the following information when you book:

- Full name
- Edinburgh Napier student number
- Departure airport
- Date of arrival to Edinburgh
- Arrival time
- Flight number
- Accommodation address
- Items of luggage (including carry-ons)

For alternative airport transport, see page 13

Submit your request as early as possible and preferably no later than five days before your date of travel.

Before you arrive

Complete your matriculation

Once you have accepted an unconditional offer, you will receive a series of emails from the University giving you access to information technology (IT) services and online matriculation. We will begin sending welcome emails from 5 July onwards.

Step 1

You will receive a welcome email with details on your induction session. This is your first appointment with you school and explains when and where you need to be on your first day.

A second email will give you more information on the matriculation (registration) process.

Step 2

Create your Edinburgh Napier password by following the link in the third email. This will enable your access to all IT services.

Step 3

The final registration email will give you access to complete the final steps of your matriculation (registration).

- Complete your online matriculation
- Enrol for the Password Manager Service
- Complete the Introduction to Computing and Library Services.

Visit our Matriculation
FAQs for more guidance

<http://my.napier.ac.uk/New-Students/FAQ/Pages/FAQ.aspx>

What happens next?

You will be advised if you have to attend the immigration and finance checks when you arrive (see page 15). This will be the final part of your matriculation and you will get full access to module information online (via Moodle) when you have completed the checks.

You will also get access to your student email account and find out where and when to collect your student identity card.

Check the induction timetable for your course

You can check your induction timetable on myNapier from 10 July 2017. You will be given the timetable for your classes at your induction.

<http://my.napier.ac.uk/New-Students/your-induction>

Before you arrive

Get ready to travel

Scottish weather!

The climate in Edinburgh is mild. We don't experience extremes in temperature throughout the year. In the summer months (June to August), the average temperature is 15 degrees Celsius (59 Fahrenheit). In winter (December to February) the average temperature is around 4 degrees Celsius (39 Fahrenheit). Factor this in to your packing.

Currency

The currency in the UK is the Great British Pound (GBP).

Pack your suitcase

Deciding what to bring with you can be a difficult decision. We suggest:

- Light clothing that you can layer
- Some warmer clothing, for example jumpers
- A warm coat and a lighter coat
- Boots and shoes for wet weather
- Home comforts or mementos
- Prescription medication
- Adapters for electrical items

Electrical items

The electrical voltage in the UK is 240volts/50 Hertz. If you are planning to bring electrical items from your home country, you need to make sure you will be able to use them safely on that voltage or use an adapter.

You do not need to buy everything you need before you leave for the UK, you can buy many essentials once you arrive from local shops. Remember to budget for these items:

- Stationery
- Household items, for example bedding, plates and cutlery
- Additional clothing
- Food

Visit our section on shopping on page 18.

Pack your essential documents

You should carry all your important documents with you in your hand luggage. You will need to bring the following:

- Your passport
- Visa/UK immigration permission or national identity card
- Small amount of money
- Offer letter from Edinburgh Napier University
- Confirmation of Acceptance for Studies (CAS) number (if applicable)
- Documents used to support your offer as mentioned in your CAS
- Proof of fees paid (if paid in advance)
- Sponsorship letter (if applicable)
- Evidence of finances (for example bank statements)
- Proof of your UK address
- Your medical/tuberculosis certificate (if applicable)

These documents should be easy to access in case you are asked to show them to a border force officer at passport control. Check with your airline before departure about the size and weight of your hand luggage and what items you can/cannot pack.

When you arrive

In your first few days

Arrival

Arrive at Edinburgh International Airport

Edinburgh International Airport is open seven days a week and receives regular flights from international destinations and other UK airports.

It is about 12 kilometres from the city centre and the 30-minute journey can be easily made using the frequent airport bus or tram services, or by taxi. You'll find lots more information on the airport website.

www.edinburghairport.com/transport-links

Find out about our airport Meet and Greet service on page 10.

Arrive by bus or rail

The rail and bus stations are located in the city centre. You can easily get to your accommodation from these by bus, tram or taxi.

Collect your accommodation keys

Key collection for Edinburgh Napier student accommodation will take place on Friday 1 and Saturday 2 of September 2017 at Craiglockhart Campus from 10:00-17:00 hours.

If you plan to arrive at another time, please get in touch with the Accommodation team.

Student
Accommodation Office
accommodation@napier.ac.uk
+44 (0)131 455 3713
napier.ac.uk/accommodation

Tell your family/friends you have arrived

Your family and friends will want to know that you have arrived safe and well. Call them as soon as you can! There are public payphones located in the arrivals hall at Edinburgh Airport.

Find out how to get around the city

Edinburgh is a compact city and getting around it is easy. All our campuses and student accommodation are well connected by public transport or you may find that you prefer to walk or cycle. Take a look at our map on page 20.

Bus

Lothian Buses provide an excellent bus service and serve all our campuses and accommodation. If you plan to use buses regularly, we recommend you get the student Ridacard (weekly, monthly or yearly). It will give you access to all regular buses, Airlink to the airport, night buses and all trams.

<https://lothianbuses.co.uk>

When you arrive

In your first few days

Trams

Edinburgh Trams run frequently between the city centre and the airport, and past our Sighthill campus. The trams work in partnership with Lothian Buses so your ticket will serve both trams and Lothian Buses.

<https://edinburghtrams.com>

Trains

The main train stations are Edinburgh Waverley and Haymarket. From these, you can travel across the rest of the UK and on to Europe.

<https://www.networkrail.co.uk>

Walking and cycling

Edinburgh has an extensive network of walking and cycle paths. All three campuses are easily accessible from them. Walking or cycling is a very affordable and environmentally friendly way to travel around the city. The University has secure cycle lockers on all campuses that you can access with your student card.

www.edinburgh.gov.uk/info/20087/cycling_and_walking

Driving

If you choose to drive in the UK, you must hold a valid licence. If you hold a licence in your home country, you can check online if it is accepted here.

www.gov.uk/driving-nongb-licence

Any car you drive must be properly registered, taxed and insured. There are also strict laws against drinking alcohol and driving, speeding and not wearing a seatbelt.

www.gov.uk/browse/driving

Taxis

Taxis are a more expensive way to travel, but they can be useful for short journeys or travelling late at night. Ask the driver for an estimate of the cost before you get in a taxi and always check that it has an official licence plate.

When you arrive

In your first few days

Immigration

Collect your Biometric Residence Permit (BRP)

If you make your visa application overseas, you will receive a 30-day entry clearance visa in your passport. You must travel to the UK before that visa expires and no later than the latest enrolment date of 22 September 2017.

You will receive a letter stating where to collect your BRP on arrival in Edinburgh. You should collect this as soon as possible and within ten days of arriving in the UK.

Register with the police

You may be required to register with the police upon arrival in the UK, your visa will state if this is necessary. You will be asked to show your BRP at your appointment, make sure you collect this in advance. You can find further information on the Police Scotland website.

www.scotland.police.uk/contact-us/overseas-visitor-registration-registering-with-the-police

Attend the immigration and finance checks

To complete matriculation, you may be required to attend an immigration and finance check to confirm payment of your fees and have your passport and visa checked. You will be advised if you are required to attend these checks at the end of your online matriculation process. Please bring your original passport and visa(s).

When you arrive

In your first week

Finance

Arrange payment of your tuition fees

You can pay your tuition fees in full or in two, three or six instalments. If your fees are being paid by a sponsor, you will be asked to provide evidence at matriculation.

napier.ac.uk/internationalfees

Pay for your University accommodation fees

You will be asked to pay a £500 advance rent payment if you are staying in University accommodation.

You should set up a payment plan for your rent payments within five days of receiving your reservation email. Pay in full to receive a 3% discount, or set up monthly card payments.

napier.ac.uk/study-with-us/accommodation/accommodation-faqs

Open a bank account

If you are studying for more than one semester, you can open a bank account. For shorter visits, you will need to find a bank that will accept you.

Money Saving Expert is a good resource to help compare the different types of account available to you as a student.

www.moneysavingexpert.com

Learn about the different banks and accounts and decide which suits you best. Staff in the local banks can also help find the right account for you.

How to open an account

Bring with you:

- Your passport
- A letter from the University confirming your student status and showing your address. To get it, ask at an iPoint on your campus.

Get started at the University

Collect your student identity card

Your student identity (ID) card provides photographic proof of your identity as a current matriculated student at Edinburgh Napier University. It includes your student number, your photo and the end date of your course.

Your ID card will be posted to your term-time address within five working days of you matriculating. A temporary ID card will be sent by email in the interim.

Attend your school academic induction

You can check your induction timetable on myNapier from 10 July 2017. This is your first appointment with your school and explains when and where you need to be on your first day. You will meet your programme leader and fellow students.

You will get the timetable for your classes at your induction.

<http://my.napier.ac.uk/New-Students/your-induction>

Attend Freshers' Week events

The first week of university is often called Freshers' Week. As well as your academic induction, there will be lots of fun activities to help you meet people and explore your new home. Check out Edinburgh Napier Students' Association (ENSA) for what's on.

napierstudents.com/freshers/

Find out about student support in the University

We are here to support you throughout your studies. Visit our help and support section on page 19 to find out who to contact if you need to.

When you arrive

In your first week

Practicalities

Find out about emergency services

Call **999** in an emergency.

You will be connected to the police, ambulance, fire and coastguard services. Call this number if there is a danger to your own or others' lives or if there is a crime being committed.

For **non-emergency** minor crimes, you can call **101** to receive help.

Register for healthcare

All students on full-time courses in Scotland are eligible for National Health Service (NHS) treatment.

Register with a doctor soon after your arrival in case you need medical advice or treatment whilst you are here. You can find your nearest doctor or GP (General Practitioner) on the NHS website. Remember to ask about your meningitis vaccine if you haven't already had it before travelling (see page 7).

www.nhsinform.scot

How to register

Bring with you:

- Your student ID card
- Proof of identity (passport)
- Proof of address
- Your visa (if applicable)

Arrange contents insurance

If you are staying in University accommodation, you will have contents insurance included. If you are staying in private accommodation, you will have to arrange this yourself.

Price comparison websites, such as www.moneysupermarket.com or www.comparethemarket.com, will help you find the best package for you.

Get a TV licence

You need a television (TV) licence to watch or record live TV programmes on any channel, or download or watch BBC programmes on the BBC iPlayer. This also applies if you live in University accommodation.

You do not need a TV licence if you do not watch or record live television but you still need to let the TV Licensing office know.

For cost information and payment details, please visit the TV Licensing website.

www.tvlicensing.co.uk/studentinfo

When you arrive

In your first week

Buy a local mobile phone

Contract	A fixed monthly cost to include phone calls, texts and internet access. Contracts usually last between 12-24 months.
Pay-as-you-go	Pre-pay for phone calls and texts by buying credit. There is no contract so it can be a better option if you will be in the UK for less than a year.

Price comparison websites, such as www.moneysupermarket.com or www.comparethemarket.com, or phone shops on the high street, can help you find the best deal.

Find out about food shops

You can buy food from supermarkets and local shops. The main supermarkets in the UK include Tesco, ASDA, Sainsbury's, Morrisons, Lidl and Aldi. You can check products and prices on their websites.

There are many smaller shops that sell food from the local area or from around the world. You may be able to find foods and produce from your country or that you are familiar with.

Help and support

We are here to support you to achieve your goals.

Academic Skills

academicskills@napier.ac.uk

<http://my.napier.ac.uk/New-Students/Support/Pages/Support.aspx>

Accommodation

accommodation@napier.ac.uk

+44 (0)131 455 3713

napier.ac.uk/accommodation

Careers and Employability

careers@napier.ac.uk

<http://my.napier.ac.uk/New-Students/Support/Pages/Support.aspx>

Counselling and Mental Wellbeing

counselling@napier.ac.uk

mentalhealthadviser@napier.ac.uk

+44 (0)131 455 2272

<http://my.napier.ac.uk/New-Students/Support/Pages/Support.aspx>

Disability and Inclusion

disabilityandinclusion@napier.ac.uk

<http://my.napier.ac.uk/New-Students/Support/Pages/Support.aspx>

Edinburgh Napier Students' Association (ENSA)

Services, sports and societies, volunteering and advice for students.

napierstudents.com

International team

Your local country experts and here to help you prepare to study at Edinburgh Napier.

international@napier.ac.uk

napier.ac.uk/international

iPoints

Your first point of contact for information, advice and support on our campuses.

iPoint@napier.ac.uk

+44 (0)131 455 2929

<http://my.napier.ac.uk/iPoint/Pages/iPoint.aspx>

Visa and International Support

Trained immigration advisors, here to help with your visa questions.

internationalsupport@napier.ac.uk

+44 (0)131 455 2272

napier.ac.uk/visas-immigration

Edinburgh

Getting around our campuses and city



Bus services will take you between our campuses and all across the city for a flat fare. Full time students are eligible for a Student Ridacard, making travel even cheaper. www.lothianbuses.com



There is an extensive network of **cycle paths** to our campuses and each campus offers secure bicycle storage. www.edinburgh.gov.uk/cycling



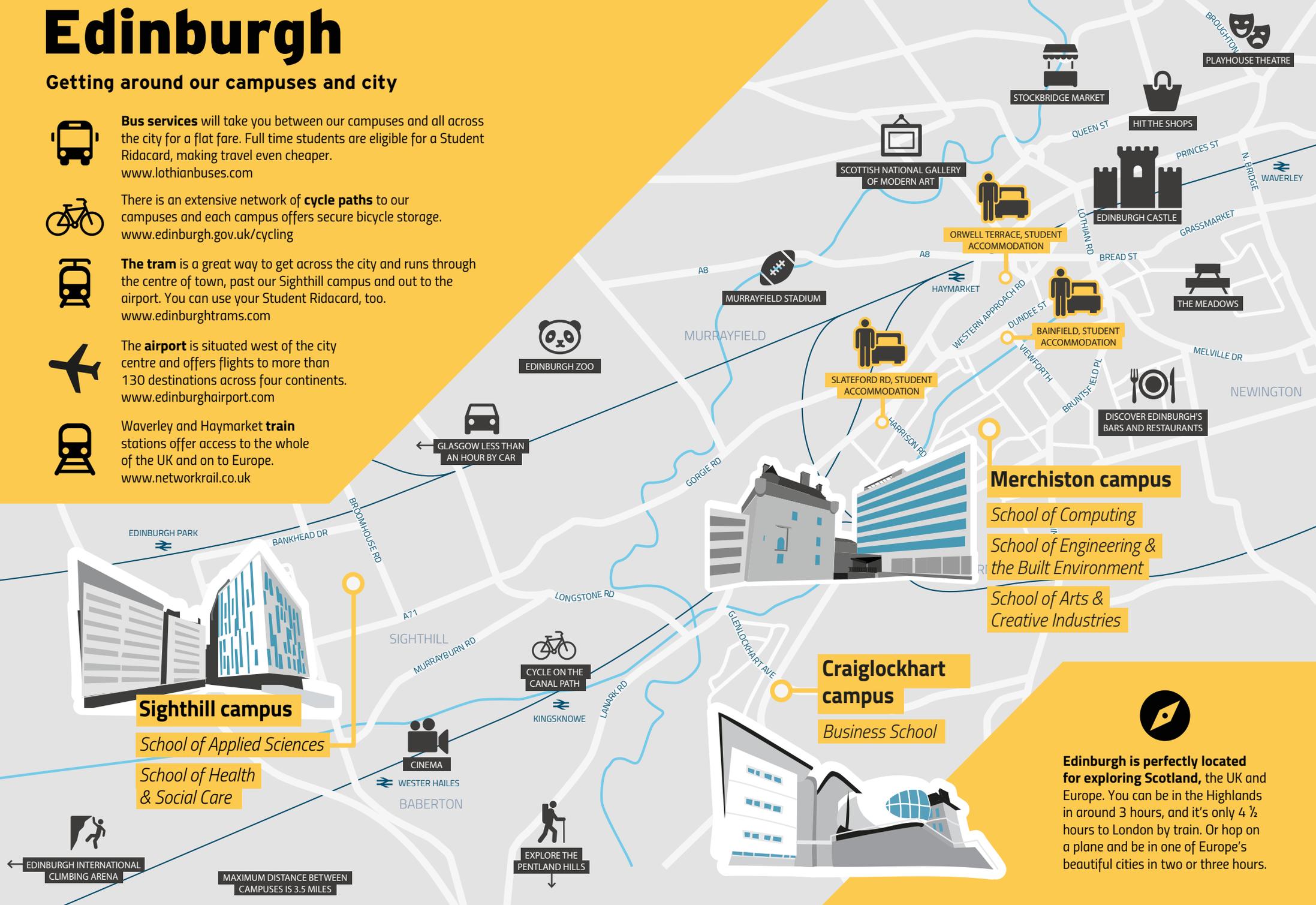
The tram is a great way to get across the city and runs through the centre of town, past our Sighthill campus and out to the airport. You can use your Student Ridacard, too. www.edinburghtrams.com



The **airport** is situated west of the city centre and offers flights to more than 130 destinations across four continents. www.edinburghairport.com



Waverley and Haymarket **train** stations offer access to the whole of the UK and on to Europe. www.networkrail.co.uk



Sighthill campus

School of Applied Sciences
School of Health & Social Care



Merchiston campus

School of Computing
School of Engineering & the Built Environment
School of Arts & Creative Industries



Craiglockhart campus

Business School



Edinburgh is perfectly located for exploring Scotland, the UK and Europe. You can be in the Highlands in around 3 hours, and it's only 4 ½ hours to London by train. Or hop on a plane and be in one of Europe's beautiful cities in two or three hours.

← EDINBURGH INTERNATIONAL CLIMBING ARENA

MAXIMUM DISTANCE BETWEEN CAMPUSES IS 3.5 MILES

EXPLORE THE PENTLAND HILLS

GLASGOW LESS THAN AN HOUR BY CAR