

Pre-departure briefing for new international students

International Experience Team
Sheffield Hallam University



IN THIS SESSION

- Understanding your CAS
- Applying for your visa
- Supporting documents
- After submitting your application
- Understanding your visa
- Getting your BRP on arrival
- Pay your fees
- Book your accommodation in Sheffield
- Book our [Manchester Airport Pick up service](#)
- Set up your University IT account
- Book your Orientation sessions
- ENROL
- Arrive on time and attend classes!!!



UNDERSTANDING YOUR CAS

- Confirmation of Acceptance for Studies
- Read the letter carefully
- CAS statement is on the last page of the CAS letter
- Check **ALL** the information on your CAS statement, make sure it is accurate
- If there are any errors reply to the CAS email identifying them as soon as possible
- The statement is a record of the information held on UKVI Sponsor Management System. Most errors can be updated on the system if identified early.
- If your CAS has been issued and then you have paid more tuition fees you need to update your CAS before you apply for your Student Visa email cas@shu.ac.uk to update your CAS



STUDENT VISA APPLICATION

- **Apply NOW, if you haven't already!** Entry clearance decisions can take 6-8 weeks and visa decision turnaround times are very erratic: sometimes between 3 and 8 weeks – and the situation is VERY changeable, so best to be cautious and apply as soon as possible.
- Online application - gov.uk/student-visa/apply
- You can pay extra for a priority application if required
- **The University cannot influence decision times at the UKVI**
- Do not delay enrolment by waiting for your visa! You will not be able to enrol after the deadline has passed
- Do not travel to Sheffield after the deadline to arrive
- If your visa is significantly delayed, you can withdraw the application and request a refund of any IHS fees paid. You will then need to defer to the next intake for your course
- [UKCISA Guidance](#) is a useful resource for preparing your Student Visa application
- Carefully read the guidance on SHU webpages [Get visa and immigration advice | Sheffield Hallam University \(shu.ac.uk\)](#)



SUPPORTING DOCUMENTS

- Current passport
- Confirmation of Acceptance for Studies (CAS)
- Evidence of qualifications listed on your CAS
- Result of Secure English Language Test (if listed on your CAS)
- a valid ATAS certificate if your course and nationality require it
- Your tuberculosis test results
- Proof you have enough money to support yourself and pay for your course – maintenance funds (£9207) + unpaid tuition fees (check on your CAS). Read the UKVI's guidance on finances for student applications for more information about the money you need
- Written consent for your application from your financial sponsor if you're receiving sponsorship for your course fees and living costs.



FINANCIAL EVIDENCE FOR STUDENT VISA APPLICATION

- UKVI use OANDA for their currency conversion, and the conversion from your country's currency to Sterling is calculated on the day you pay for and submit your Student Visa application.
- The UKVI offer NO flexibility on the required funds – if you cannot evidence you have the required funds your application will be refused.
- If you have to top-up your funds before you apply for your visa you will have to wait another 28 days before the bank statement is ready. In this case you may need to pay extra for the Priority service.



PAYING FEES BY BANK TRANSFER

Your fees must arrive in the University bank account before you can enrol

Required payments:

- £3000 deposit for a CAS
- £5000 additional fees before you are permitted to enrol
- Full-balance of fees is required by 1 June 2024 – we advise you to arrange this immediately if paying by bank transfer

Pay as soon as possible if you are paying by bank transfer. Keep a copy of your bank transfer confirmation (telex) as it can take time for the funds to clear into University accounts. Discuss this with your bank at the time of arrangement.



PAYING FEES ONLINE BY CARD

If you have not yet paid you must pay online: go to payments.shu.ac.uk, select 'I am a student' and type in your student number and date of birth.

In step 2, select 'Payment On Account (Pay deposit)' and follow the instructions

We recommend paying on-line by card if possible and avoiding bank transfers, as they can cause a delay in SHU receiving the funds

Step 2. Select a service....

Select a service from the items below, then enter any details as prompted.

Please Note: For large payments it may be necessary to pre-arrange approval with your card issuer.

Tuition Fees Payment (Pay Invoice)



Payment On Account (Pay Deposit)



Pay for my library fines / charges



AFTER APPLYING

- Appointment at Visa Services centre – biometrics and document submission
- Credibility interviews
- Request for further information/documents – check your emails regularly. Tell your bank/sponsor to expect contact from UKVI.
- Waiting times – beware, they can be longer than usual at this time.
- **Last date of arrival – Sunday 14 January**



ERRORS ON YOUR VIGNETTE

- Check your visa on collection – validity dates, work conditions
- If the duration is not 90 days, check –
 - is your course shorter than 6 months? In that case the full duration of your visa will be on the vignette
 - is your course longer than 6 months? UKVI has likely made an error. You can get it corrected before coming to UK or after arrival. Errors can take months to correct. You are unlikely to be able to get a job in the meantime. Be financially prepared!



COLLECTING YOUR BRP

- Please check collection location on decision letter
- Collections at SHU are by appointment only
– book only after arrival
- You must have your passport with you to collect the BRP



ERRORS ON YOUR BRP

- Check your BRP on collection – validity, work conditions
- If your name or the name of your place of birth is longer than the space available on the card some of the last letters will be missing, this is not an error
- All visas valid till and beyond 31 Dec 2024 will have a 31 Dec 2024 end date on the BRP, this is not an error

YOUR ACTUAL VISA END DATE WILL BE ON YOUR DECISION LETTER

- If you only have plus 2 months of wrap up period on your BRP, check your CAS! If your duration of course as per your CAS is even a day shorter than 12 months, you will only get plus 2 months wrap up period, this is not an error



BOOK ACCOMMODATION IN SHEFFIELD BEFORE YOU ARRIVE

- Find and book your accommodation through the University's Accommodation Service
- If you are looking for private accommodation – makes sure it is SNUG registered.



PLANNING YOUR ARRIVAL IN SHEFFIELD

- You must arrive in Sheffield by 14 January 2024 the latest
- Your Orientation is from Monday 15 and Tuesday 16 January 2024
- **There will be NO online teaching** – arrive on-time or defer
- Do not try and arrive before the start-date on your Visa Vignette (full-page visa in your passport)
- Book our Manchester Airport Pick-up Service, available for free between Thursday 11 to Sunday 14 January 2024



WHILE YOU ARE PLANNING YOUR TRAVEL

- Set up your University IT account – you will receive an email (date tbc) inviting you to complete this process: go to msr.shu.ac.uk
- Start accessing your Uni emails so you don't miss important information
- If you have a personal Outlook email address you need to set-up the email account on your phone to access two separate inboxes, see the instructions [here](#). Set-up your IT account first
- Book your International Orientation sessions – we will send you an email with the booking form, or find it on the [International Arrivals Welcome page](#)
- Complete the Hallam Welcome module – you will receive an email invitation



ON THE DAY OF TRAVEL

- Carry all important documents in your cabin luggage, including:
 - Your CAS Statement and certificates
 - The accommodation address, and your landlord's contact number
 - Your course offer letter from SHU
- DO NOT carry large amounts of cash with you
- You may be questioned on your intentions as you cross the border by the UK Border Force.
- You will be expected to know where you are staying and have detailed knowledge about your course.
- The Border Force have the right to deny entry to anyone they do not believe is a genuine student.



ENROLLING ON YOUR COURSE

You will receive an email invitation to enrol (date tbc). Do not try to enrol before receiving the invitation.

The [guidance here](#) will help you understand the enrolment task.

If you cannot see your course in the task, this means that we have not received your tuition fee payment. In that case:

- if you have made the payment already or if you have just paid online, wait 2-3 days before checking the task again
- you can submit a copy of bank transfer confirmation (telex) via the enrolment task, so your account is marked for enrolment while we are waiting for your payment to clear into SHU accounts

We cannot help you if you have not paid fees



CONSEQUENCES OF NOT ENROLLING ON TIME

- You will be reported to the UK Home Office as 'not enrolled' and your visa will be curtailed, you will have to go back home if you have travelled to the UK
- You will not be able to attend lectures and seminars and you will not have access to the online learning materials
- You cannot submit assessments
- **Avoid all this by making your payment early and enrolling on time!**



ON ARRIVAL IN SHEFFIELD

Visit our Meet & Greet desk with your questions. You can visit the [Meet & Greet desk](#) as many times you need. Opening times:

11am – 4pm, Monday 8 January – Friday 19 September

12pm – 3pm, Monday 22 January – Friday 26 January

- Collect your BRP – when we receive your BRP from the UKVI you will be able to book a ‘BRP Collection appointment’ via [MyHallam](#). You need to bring your passport to the appointment
- If you have arrived in the UK and the appointment is not available to book it means we have not received your BRP. If you still cannot book one week after arrival, please message Hallam Help with a scan of your UKVI Visa decision letter and we will check with the UKVI on your behalf
- Please check the BRP collection location before messaging, as you may have to collect from a local Post Office instead



ON ARRIVAL IN SHEFFIELD

Document Verification

- Once you collect your BRP you need to get it scanned before full enrolment, until you attend this event you will be conditionally enrolled
- You will receive an email invitation – we advise you to go immediately after collecting your BRP

Conditional Enrolment

- You can still access SHU IT systems, your timetable and the library while conditionally enrolled, but cannot order a Student Card
- If your fees have not cleared by the latest enrolment date you will not be permitted to enrol, we are obliged to report this to the UKVI and your visa will be cancelled (there will be no special arrangements made)

Open a UK Bank Account

- Once enrolled you can download a bank letter via My Student Record

Apply for your SHU card when fully enrolled



LIVING IN THE UK

Cost of Living

- The cost of living in the UK has increased in the last year due to inflation
- This is a known issue and is not a valid reason for international students to delay paying fees or try and negotiate a payment plan. You have evidenced you have the funds to the UKVI, and we expect these funds to be available to pay tuition fees

Student Conduct

- We have a student code of conduct
- You cannot bring children to lectures or leave them unattended on-campus

Report & Support

- Sheffield Hallam is a safe and tolerant community. We don't stand for harassment or abuse. If you have experienced sexual violence, harassment, abuse or hate crime report it either anonymously or get support from an adviser.



USEFUL WEBLINKS

[Student Visa Application](#)

[UKCISA Guidance](#)

[SHU Visa guidance](#)

[ATAS Website](#)

[Tuberculosis testing](#)

[UKVI's guidance on finances](#)

[OANDA currency converter](#)

[SHU online payments](#)

[SHU accommodation services](#)

[Private accommodation services](#)

[International Arrival Tasks homepage](#)

[International Orientation](#)

[Manchester Airport Pick Up Service](#)

[Arrival timeline](#)

[Enrolment guidance](#)

[Meet & Greet Desk](#)

[MyHallam](#)

[Student code of conduct](#)

[Report & Support](#)



GOOD LUCK AND SAFE TRAVELS

**WE'RE ALL LOOKING FORWARD TO MEETING
YOU IN JANUARY!**

