

MANCHESTER
1824

The University of Manchester

What you need to do to
become a Manchester student

get
ready

www.manchester.ac.uk/welcome

activate your IT account

Activating your account will mean that you can receive emails from us on your University account, you can then access your My Manchester student page and begin the online registration process.

When can I do it?

Undergraduates: As soon as you receive your activation email from us. The email will be sent to the address you provided in your application, and should arrive in late August. Please don't try and set up your account before you receive the email – it won't work.

Postgraduates: You can do this immediately (or as soon as you have received your activation email) – you might have already done it!

What do I need?

- Your activation email from the University
- Your University ID number (this is on all communications you've received from us)
- A digital photograph of yourself

How do I do it?

- ▶ Go to iam.manchester.ac.uk/activates and follow the on-screen instructions. You'll then receive a unique username and password, as well as your University email account.
- ▶ Login to my.manchester.ac.uk. This is your personalised student hub, which you'll use throughout your time as a student to access digital services and useful information relating to your academic studies, support and student life.
- ▶ **Upload your photograph to your My Manchester account** – this will be used for your student card, which you'll collect when you arrive.

What if I need help?

www.welcome.manchester.ac.uk/new-students/get-ready/your-it-services/activate-your-it-account
Tel +44 (0)161 306 5544

register online

When can I do it?

You can register online before you arrive, anytime between 1 September and 30 September.

What do I need?

- IT account username and password (the one you set up when you activated your IT account in the previous step)
- Personal details and contact details
- Term time address
- Course details
- Card for tuition fee payment (if applicable)

If you have any registration queries after you've arrived, go to The Atrium at University Place (37 on map) during any of these times:

Monday 10 – Friday 28 September 10am-4pm

Saturday 15 September 11am-3pm

Sunday 16 September 11am-3pm

Just bring your University ID and funding details if applicable.

How do I do it?

Go to my.manchester.ac.uk, login with your new IT account details, go to the 'registration' tab and follow the on-screen instructions.

The final stage of registration is paying your fees. Registration will not be complete until your fees have been paid.

Late registration after 30 September will incur a £200 charge.

What if I need help?

www.welcome.manchester.ac.uk/new-students/get-ready/your-it-services/online-registration/registration-steps
Tel +44 (0)161 306 5544

pay fees

You will be directed to the fees page as part of the online registration process.

When can I do it?

You can pay your fees online, before you arrive. This is part of the registration process, so you will be prompted when completing your online registration.

IF YOU'RE SELF-FUNDING

How do I do it?

- ▶ The student contribution box will show you how much you need to pay.
- ▶ Pay online by card, and enter your UK bank account details to set up a Direct Debit if you wish to pay in instalments.

What do I need?

- A credit or debit card
- UK bank account details if you wish to pay in instalments (by Direct Debit)

www.studentsupport.manchester.ac.uk/finances/tuition-fees/payments/self-financing-students

IF YOU'VE TAKEN OUT A STUDENT LOAN

Undergraduates with a tuition fee loan from Student Finance England, Wales, Northern Ireland or the Student Awards Agency for Scotland:

How do I do it?

- ▶ A student contribution box will show either no outstanding fees, or an amount to pay.
- ▶ If you have no outstanding fees, you can complete registration now. If you have an amount to pay, you must pay online in order to complete registration.

What do I need?

- A credit or debit card if you are making a contribution towards tuition fees
- UK bank account details if you wish to pay in instalments (by Direct Debit)

If you've received confirmation of funding from Student Finance, and it's not showing up in the student contribution box, email your notification letter to us: slc@manchester.ac.uk



Postgraduate loan students: If you've taken out a postgraduate student loan, you should receive an email prior to September explaining what you need to do. If you have not received the email by 1 September please contact slc@manchester.ac.uk

IF YOU'RE FUNDED BY AN EXTERNAL SPONSOR

How do I do it?

- ▶ The student contribution box will show either no outstanding fees, or an amount to pay if only partially funded.
- ▶ If you have no outstanding fees, you can complete registration now.
- ▶ If you have an amount to pay, you must pay online in order to complete registration.

What do I need?

- A credit or debit card (if making partial payment)
- UK bank account details if you wish to pay in instalments (by Direct Debit)

If you've received external sponsorship or an award and it is not showing up in the student contribution box, email your sponsor letter to us:
sponsorletters@manchester.ac.uk



If you are unable to pay online before arriving, go to The Atrium at University Place (37 on map) during any of these times:

Monday 10 – Friday 28 September 10am-4pm

Saturday 15 September 11am-3pm

Sunday 16 September 11am-3pm

Just bring your University ID and funding details if applicable.

Payments or awards from The University of Manchester

If you're expecting a payment or other award from the University, you'll need to add your UK bank account details – you can do this online as soon as you've activated your IT account. Please note students can become eligible for awards at any time throughout the duration of their programme, therefore it is advised you submit your UK bank account details regardless of whether or not you expect to receive an award from the University.

How do I do it?

- ▶ Login to My Manchester.
- ▶ Select 'student system' from 'tools' menu, follow the link to 'campus finances' and then 'view financial aid'.
- ▶ Select the green 'bank details' button and add your bank details.

If the green 'bank details' button is not available to select, this means we already hold your UK bank details on your behalf.

What do I need?

- UK bank account details

What if I need help?

www.welcome.manchester.ac.uk/new-students/get-ready/finance-and-funding/paying-your-fees
Tel +44 (0)161 306 5544 (1-30 September)
Student loan queries: slc@manchester.ac.uk

Registration is now complete! All you need to do to become a student at The University of Manchester is collect your student card.



confirm

accommodation

When can I do it?

You should have already applied for University accommodation – if you haven't, make sure you do it by 31 August at the latest.

www.manchester.ac.uk/accommodation/apply

Once your place to study at the University has been confirmed, we will send you your accommodation offer via email, you can then 'accept' your accommodation online.

You should do this as soon as possible, after receiving the offer.

What do I need?

- Your university ID number
- A credit or debit card
- UK bank account details if you wish to pay your rent by Direct Debit

If you're planning on living in privately rented accommodation, you can get support and advice through Manchester Student Homes.

www.manchesterstudenthomes.com

How do I do it?

- ▶ Formally accept your place online by paying a minimum £400 pre-payment, or pay in full to secure your place.
- ▶ Set up to pay instalments (by Direct Debit) if you have only paid the £400 pre-payment.
- ▶ Pay over the telephone during 1- 28 September on +44 (0)161 306 5544.

Once you've made a rent pre-payment, you will receive a receipt and your accommodation will be reserved.

If you've only paid the £400 pre-payment then you will need to pay the remainder of your accommodation fees in full by 28 September. If you would like to pay by instalments then we will need to receive your Direct Debit mandate by 28 September. Please email **ddaccom@manchester.ac.uk**

What if I need help?

Web **www.manchester.ac.uk/accommodation**

Email **accommodation@manchester.ac.uk**

Tel **+44(0)161 275 2888**



Health checklist

- Check your vaccinations (e.g meningitis – MenAcWY, measles, mumps and rubella – MMR, diphtheria and polio) are up to date before you arrive.
- Register with a doctor when you arrive on campus. More information will be provided via University accommodation and at the Start of Year Fair in your first week.
- International students, if you have applied for Tier 4 immigration permission for more than six months you will have paid the immigration health charge as part of the visa application process. www.studentsupport.manchester.ac.uk/immigration-and-visas/visas-and-applications/tier-4

Further information on the National Health Service and information for students:

www.occhealth.manchester.ac.uk/undergraduates/nhs-services

Top tip: Check your pre-arrival information for your accommodation which will be sent by email, to see what will be provided before you buy things.

Important documents: Check what you need to bring to register and move into your accommodation.

collect your student card

When can I do it?

You should do this as soon as you can once you've arrived on campus.

What do I need?

- Your University ID number
- You should have already uploaded your photo to My Manchester – but if you haven't, do it now to speed up the process of collecting your card. Alternatively, we can take your photo at any of the card collection points.

How do I do it?

Just go to one of the locations give your details and collect your card!

Locations

The Atrium, University Place (37 on map)

Monday 10 – Friday 28 September 10am-4pm

Saturday 15 September 11am - 3pm

Sunday 16 September 11am – 3pm

Barnes Wallis Hub (9 on map)

Monday 10 – Friday 28 September 10am-4pm

Fallowfield Halls of Residence

Thursday 13 – Saturday 15 September 9am-4pm

Sunday 16 September 9am-3pm

What if I need help?

[www.welcome.manchester.ac.uk/
new-students/get-ready/help-
and-support](http://www.welcome.manchester.ac.uk/new-students/get-ready/help-and-support)

Tel +44 (0)161 306 5544



Once you've collected your card, we will inform Student Finance (if you have a student loan) and your maintenance loan will be transferred to your account within five days.

what will you bring?

We know you're going to bring your excitement, open mind and enthusiasm, but here are just a few things our students think are essential for life at Manchester.

1 Water bottle

"It's important to stay hydrated and you don't have to keep on buying bottled water." - *Louis*

2 Umbrella

"It does rain a lot!" - *Jack*

3 Deck of cards

"Everyone forgets them but they're definitely a must!" - *George*

4 Photos

"Bring photos of you, your friends and family because you can miss them at times." - *Bianca*

5 Bag

"Mine broke just before I started and for the first week I had to rely on other people, so make sure you have a bag!" - *Bilal*

HelloUoM



getting here

Manchester is conveniently located in a central, well-connected part of the UK, with plenty of transport options to get you and your belongings here safely.

By air

Served by most major airlines, Manchester Airport is situated about nine miles south of the University. Frequent rail, tram and bus services run from the airport to the city centre and taxis are also available.
www.manchesterairport.co.uk



By train

The University is close to Manchester Piccadilly and Oxford Road railway stations.
www.nationalrail.co.uk



By coach

The National Express Coach service is often cheaper than train travel and has a discount scheme for students.
www.nationalexpress.com



By road

Manchester is well served by the motorway network. Use the Google Maps to plan the best route.
www.google.co.uk/maps



University Airport Service – for International Students

Between 11 September and 16 September we will have a team of student ambassadors and staff at the airport to meet you from your flight and offer advice about how to make your onward journey.

On Wednesday 12, Thursday 13 and Friday 14, we will also be offering a free transport service to University Halls of Residence, by coach or by taxi, depending on the day.

Find out more and book online

www.manchester.ac.uk/airportcollection

hand luggage essentials

If you're an international or EU student travelling to us from outside the UK make sure you pack these essential items in your hand luggage.

- ✓ Valid passport with UK visa (International, non-EEA/Swiss citizens), or a valid passport or national identity card (EEA/Swiss citizens).
- ✓ The academic qualification documents listed in your CAS statement as well as evidence of your English language proficiency.
- ✓ Original documents to prove financial support for tuition fees and maintenance, and a print out of your CAS statement.
- ✓ You should also include your TB screening certificate if one was required to obtain your immigration permission (International, non-EEA/Swiss citizens only).
- ✓ If you are eligible to apply for a Short Term Student visa on arrival, you should bring the offer letter from your academic School and evidence that you can support yourself and pay (or have paid) your tuition fees. (International, non-EEA/Swiss students only).
- ✓ Your travel insurance details (we advise you take out travel insurance to cover your journey and first two weeks in Manchester).
- ✓ A small amount of cash and bank cards.
- ✓ Details of your destination in Manchester including address and contact telephone number.
- ✓ Your Arrival Guide, your Welcome Pack, and any other information you have received from the University.
- ✓ If you are arriving by air and need to carry liquids or essential medications in your hand luggage, please check the UK's current hand luggage rules.
- ✓ If you are planning on bringing any food with you, check the HMRC list of banned and restricted goods to see if you will be able to bring it into the UK www.hmrc.gov.uk

international check-in



All students from non-EU/EEA countries must complete international student check-in which will allow us to see that you have the correct immigration permissions to study here.

IF YOU'RE HERE ON A TIER 4 VISA:

When can I do it?

You'll need to do this in September, after you've arrived in Manchester.

What do I need?

- Your University ID number
- Your passport with visa vignette or short-term visa entry stamp
- Your Biometric Residence Permit (BRP) (if you have chosen to collect your card from a post office)

If you are collecting your BRP from the University you also need to bring

- Your decision letter
- Your package number (this will be emailed to you when your BRP card has arrived at the University)
- Once complete, you'll receive your Biometric Resident Permit card

How do I do it?

International Student Check-In is open every week day 9am – 5pm and on Saturday 15 and Sunday 16 September in the Student Service Centre (57 on your map) from 11am-3pm.

IF YOU'RE HERE ON A NON-TIER 4 VISA:

When can I do it?

You'll need to do this via email in September

What do I need?

- Your University ID number
- Your passport with visa vignette or short-term visa entry stamp
- Your Biometric Residence Permit (if you have one)

How do I do it?

You must email a scanned copy or image of your passport and visa information to visa@manchester.ac.uk.

If you have a BRP card you must send a scan of both sides of the card. If you are unable to do this then you must attend International check-in in person.

You'll receive a confirmation email once we've received and verified your documents.

What if I need help?

www.studentsupport.manchester.ac.uk/immigration-and-visas/study-visa
Email visa@manchester.ac.uk

Set up a UK bank account

When can I do it?

You can do this once you've arrived in Manchester.

What do I need?

- Your passport
- Biometric Residence Permit (BRP) card
- Bank letter from the University showing home and Manchester addresses

How do I do it?

You can obtain a bank letter by visiting the venue below: Whitworth Corridor

Monday 10 – Friday 28
September 10am-4pm

Saturday 15 September
11am - 3pm

Sunday 16 September
11am – 3pm

Information on opening a bank account can be found at:

www.studentsupport.manchester.ac.uk/finances/a-z/banking

Barclays Bank

To open an account with Barclays Bank, first complete the online application and obtain a reference number:

www.apply.barclays.co.uk/forms/uk-wealth-international/apply

By special arrangement, Barclays Bank appointments will only be issued in Whitworth Corridor (building 51 on the campus map) on the dates and times given above.

Bank of China

If you're from China, the Bank of China offer the facility to open a UK bank account before you arrive:

www.bankofchina.com/uk/pbservice

HSBC

If you are from China, HSBC offer Premier Family account members the facility to open a bank account in the UK with HSBC before you arrive: <https://personal.hsbc.com.cn/en-cn/#>

police registration

Only students with the following nationalities need to register with police:

Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, UAE, Ukraine, Uzbekistan, Yemen.

Check the conditions of your visa, BRP card or letter from UKVI if you're unsure whether or not you need to register.

When can I do it?

You must make a police registration appointment within seven days of arrival in the UK. Don't worry if your appointment is after the seven days, but if this is the case, you must keep your appointment letter with you at all times.

What do I need?

Your appointment letter will tell you what you need to bring with you to register – make sure you read it carefully.

How do I do it?

To book your appointment, login to My Manchester and click on the 'My Student Life' tab. Please check that your address details are correct in My Manchester when making your appointment.

Dependents and family members

To book an appointment for your dependants or family members, please send an email to ssc@manchester.ac.uk providing their full names and dates of birth.

Once you've booked your appointment, you will receive an appointment letter. Make sure you attend your appointment and you're on time – it is a requirement of your visa.

At your appointment, you'll receive a police registration certificate. You are advised not to carry it with you but keep it in a safe place together with your Biometric Residence Permit (if you have one) and your passport or travel document.

What if I need help?

If you need help booking your appointment there will be a Help Desk in Whitworth Corridor (building 51 on the campus map) open:

Monday 10 – Friday 28 September 10am – 4pm

A guide to Orientation

Orientation is organised especially for non-UK students coming to Manchester. We have workshops and presentations on Friday 14 and Sunday 16 September to prepare you for studying and life in Manchester.

We strongly recommend that you attend a Welcome presentation as this will give you an introduction to the University and crucial information to be able to make the best start here. You will be able to book onto the presentation of your choice using the form on our webpage here

www.manchester.ac.uk/study/international/arrival/orientation

Alongside the welcome presentations, there's a range of workshops to introduce you to various aspects of life in the UK and the support available here at the University. You can select which ones you'd like to attend, based on your interests.

All Orientation events are free of charge to attend. You'll receive an e-mail with information about all orientation events, so keep an eye out for it and make sure that you check the information on the Welcome website regularly.

Global Village Fete

Manchester might be the UK's second city, but the University is really just one very large global village. On Saturday 15 September we will celebrate the diversity and talents of all our students by holding a fete outside University Place on Oxford Road.

We'll have stands showcasing some of our national and faith societies as well as the usual British fairground stalls and a stage area with music, dancing and performance of all kinds.

Come along and bring your friends and family members to meet our students, take tours of the campus and city in other languages. Get something to eat at the market stalls, relax in our spacious marquee and prepare to be amazed by the skills and flair of our lovely students.

venues

See your
campus map
to find these
locations

The Atrium, University Place (37 on map)

(Card collection, registration
and payment queries)

Monday 10– Friday 28 September 10am – 4pm

Saturday 15 September 11am-3pm

Sunday 16 September 11am-3pm

Barnes Wallis Hub (9 on map)

(Card collection)

Monday 10 – Friday 28 September 10am-4pm

Fallowfield Halls of Residence

(Card collection)

Thursday 13 – Saturday 15 September 9am-4pm

Sunday 16 September 9am-3pm

Kilburn Building, Theatre 1 (39 on map)

(Orientation workshops)

Friday 14 and Sunday 16 September

Student Services Centre (57 on map)

(International check-in)

Monday 10 – Friday 28 September 9am-5pm

Saturday 15 September 11am -3pm

Sunday 16 September 11am -3pm

University Place (37 on map)

(Orientation presentations and workshops)

Friday 14 and Sunday 16

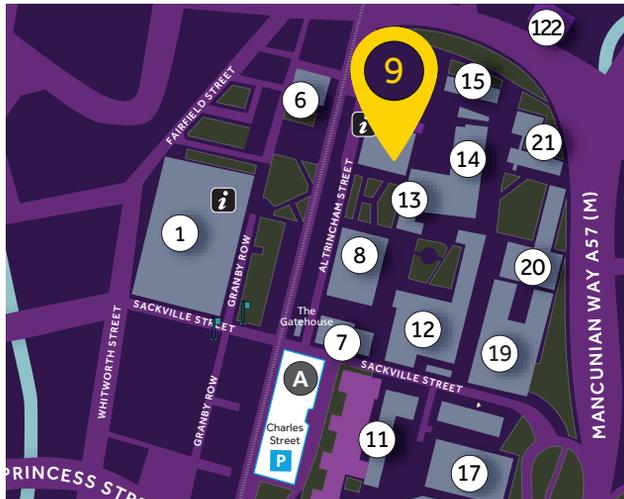
Whitworth Corridor (51 on map)

(Bank letters and police registration)

Monday 10 – Friday 28 September 10am – 4pm

Saturday 15 September 11am – 3pm

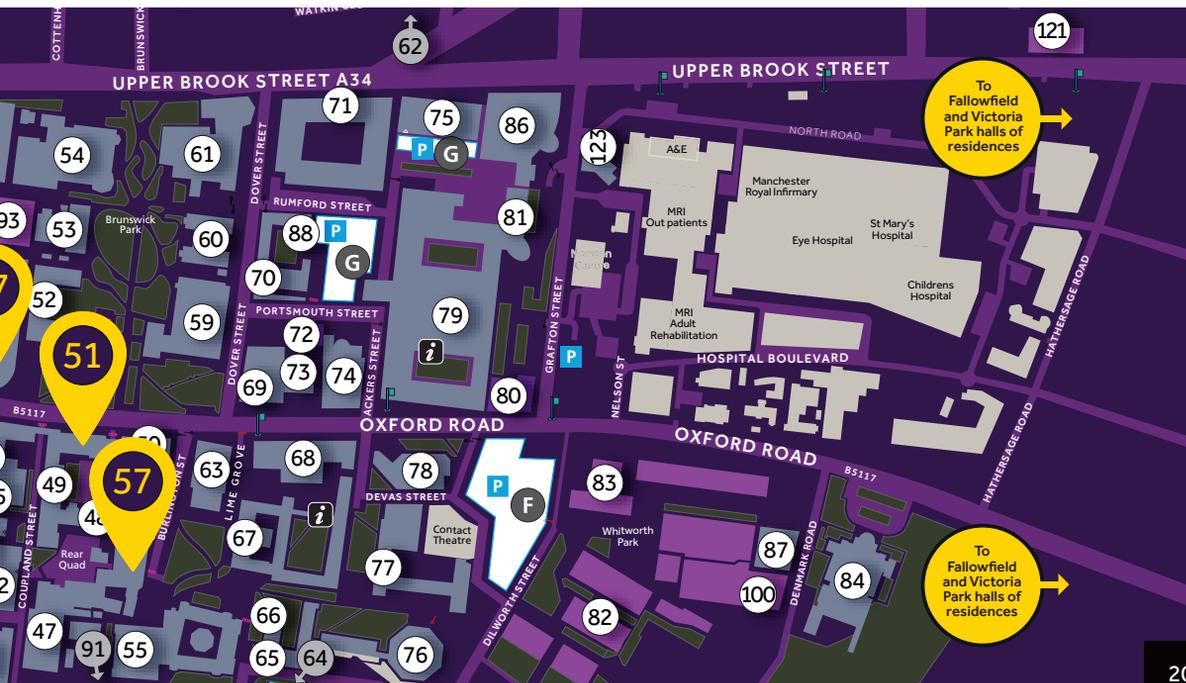
Sunday 16 September 11am – 3pm

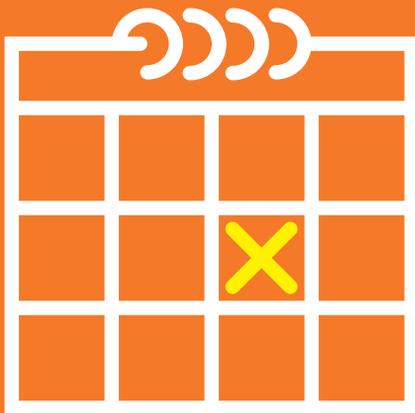


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|----|---|----|----------------------------|
| 1 | Sackville Street Building | 21 | MSS Tower |
| 6 | Echoes Day Nursery | 22 | Suggden Sports Centre |
| 7 | James Lighthill Building (formerly Paper Science) | 23 | Oddfellows Hall |
| 8 | Renold Building | 29 | Alliance Manchester School |
| 9 | Barnes Wallis Building / Student Hub / Wright Robinson Hall | 31 | Crawford House |
| 11 | The Manchester Conference Centre / Weston Hall | 32 | St Peter's House / Cl |
| 12 | Pariser Building | 33 | Crawford House Led |
| 13 | Manchester Meeting Place | 34 | Prospect House |
| 14 | The Mill | 35 | Humanities Bridgefo |
| 15 | Morton Laboratory | 36 | Arthur Lewis Building |
| 16 | Manchester Institute of Biotechnology (John Garside Building) | 37 | University Place |
| 17 | George Begg Building | 38 | Waterloo Place |
| 19 | Masdar Building / Graphene Engineering Innovation Centre | 39 | Kilburn Building |
| 20 | Ferranti Building | 40 | Information Technol |
| | | 41 | Dental Hospital |
| | | 42 | Martin Harris Centre Drama |
| | | 43 | Coupland Building 1 |
| | | 44 | Manchester Museum |



- | | | | | | |
|----|-------------------------------|----|-----------------------------------|-----|--|
| 45 | Rutherford Building | 66 | Stephen Joseph Studio | 87 | Denmark Building |
| 46 | Alan Turing Building | 67 | Samuel Alexander Building | 88 | Carys Bannister Building |
| 47 | Coupland 3 | 68 | Students' Union Oxford Road | 89 | James Chadwick Building |
| 48 | John Owens Building | 69 | William Kay House | 90 | National Graphene Institute |
| 49 | Beyer Building | 70 | Dover Street Building | 91 | McDougall Centre |
| 50 | Whitworth Hall | 71 | Michael Smith Building | 92 | Jean McFarlane Building |
| 51 | Whitworth Building | 73 | Avila House RC Chaplaincy | 93 | George Kenyon Building and Hall of Residence |
| 52 | Williamson Building | 74 | Holy Name Church | 95 | JR Moore Building |
| 53 | Roscoe Building | 75 | AV Hill Building | 100 | Denmark Road Hall |
| 54 | Schuster Building | 76 | AQA | 121 | Victoria Hall |
| 55 | Main Library | 77 | Ellen Wilkinson Building | 122 | Liberty Point Hall |
| 57 | Student Services Centre | 78 | The Academy | 123 | National Institute for Health Research / Wellcome Trust Clinical Research Facility |
| 58 | Christie Building | 79 | Stopford Building | 124 | Crown Plaza Oxford Road |
| 59 | Simon Building | 80 | Horniman House | 125 | Alliance Manchester Business School Executive Education Centre |
| 60 | Zochonis Building | 81 | The Manchester Incubator Building | 126 | Henry Royce Institute |
| 61 | Chemistry Building | 82 | Whitworth Park | | |
| 62 | Dryden Street Nursery | 83 | Grove House | | |
| 63 | Alan Gilbert Learning Commons | 84 | The Whitworth | | |
| 64 | Environmental Services Unit | 85 | Opal Hall | | |
| 65 | Mansfield Cooper Building | 86 | Core Technology Facility | | |





key dates

Thurs 13 September:

Most University accommodation opens*
Welcome activities begin

Fri 14 September:

Orientation presentations and workshops
for international and EU students begin

Sat 15 September:

Global Village Fete

Sun 16 September:

Orientation presentations and workshops
for international and EU students

Mon 17 September:

Welcome and induction events in academic
Schools and Halls begin

Mon 17 and Tues 18 September

Students' Union Freebie Fair

Tues 18 September:

Sustainability Challenge
(undergraduate students only)

Tues 18 and Wed 19 September:

Start of Year Fair

Wed 19 and Thurs 20 September:

Sports and Physical Activities Fair

Mon 24 September:

Semester one teaching begins

For details of all Welcome events, visit www.manchester.ac.uk/whatson

*You'll receive the exact opening date and arrival instructions for your Hall from the Accommodation Office separately.

The University of Manchester
Oxford Road
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www.manchester.ac.uk

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