

Appendix for Check List:

There are a number of College administrative things you must do in the first few days:

- 1) Bring your ID documents to the Tutorial Office. Please note all documentation must be original and presented in person.
 - Non-EEA: a valid passport and documentation confirming immigration permission that permits study in the UK. (University of Cambridge sponsored Tier 4 BRP)
 - EEA and Swiss: either a valid passport, OR a current National Identity card issued by an EEA country, OR a Registration Certificate, Permanent Residence card OR other document certifying permanent residence issued by the UK Home Offices.
 - If you are an Undergraduate, please make sure you bring your original transcripts to the Tutorial Office
 - UK students: a valid passport OR a full birth/adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland; OR a current photo-card driving licence (full or provisional), issued in the UK or Ireland, and confirms the holder was born within the EEA; OR a Deed of change of name; OR a certificate of naturalisation or registration as a British Citizen

- 2). Pay your fees: By the end of the first week of term invoices are issued, with a clear deadline for payment of TEN days from the date of the bill. Failure to do so will mean you will be withdrawn from your University course. If you have any difficulties with paying your bill please contact your College Tutor immediately. For all information, please click on the URL below:
<https://www.wolfson.cam.ac.uk/current-students/support/financial/payments-fees-faqs>

- 3). Sign up for the sexual consent workshops (WCSA lead)

Any queries about rooms and your College account can be dealt with at the College Office. The Office will have extra opening hours during the first week of term.

Visas

The University's International team can assist you with any visa questions or issues you may have, even before your arrive, so please do contact them with any concern. Details can be found at www.cam.ac.uk/international-students

International Students attempting to enter the country without a visa will be immediately deported, as will students who allow their visa to expire. Students transferring from another institution must inform the International Office at the University and notify the UK Visas and Immigration (UK-VI) of your change of institution, please send copy of the email or letter to the Tutorial Office (tutorial@wolfson.cam.ac.uk)

Police registration

The registration process takes place at Parkside Police Station. Please be aware that they run an appointment system. Email ovrd@cambs.pnn.police.uk confirming your arrival and request an interview date, (within seven days of arriving). Please note there may well be a delay in response, so please keep your original email request as proof. Click on the URL below for guidance:

<https://www.hr.admin.cam.ac.uk/hr-services/relocating-uk/visas-immigration/registering-police>

University Card

Your University Card will be in your personal Welcome Pack (contact the Tutorial Office if missing), and acts as a *smart card* with multiple functions:

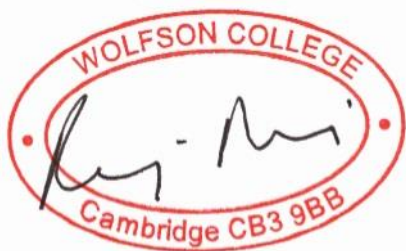
- It is used to pay for cafeteria meals at the College Servery and drinks at the bar in the Club Room. You will need to set up an online account linked to your University card, using something called UpayChilli. You can read more about this here: <https://www.wolfson.cam.ac.uk/catering/cashless-payment>
- **For new students who do not yet have a debit or credit card:** a temporary overdraft facility is available with a maximum limit of £150 - it will expire on 30 October 2019. At this point any amounts owed will be transferred to your College Account and will need to be paid off by you, by 9 November 2019.
- entry to the College through the Selwyn Gardens pedestrian gate when the main gate is closed (after 6pm);
- access to your Department buildings and rooms;
- It identifies you as a Cambridge University student and gives you discounts around Cambridge;
- Your University Card gives you access to the University Library and will enable you to borrow books. Look out for further information about University Library induction sessions and training courses at www.lib.cam.ac.uk and in your department.
- Please note this card remains the property of the University and will be collected via the College at the end of your course.

Finally: Check the website below for other information:

<https://www.cambridgestudents.cam.ac.uk/new-students/arrival>

Please do not hesitate to contact me if you have any further queries or concerns.

Best wishes



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Tutorial Office Manager

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