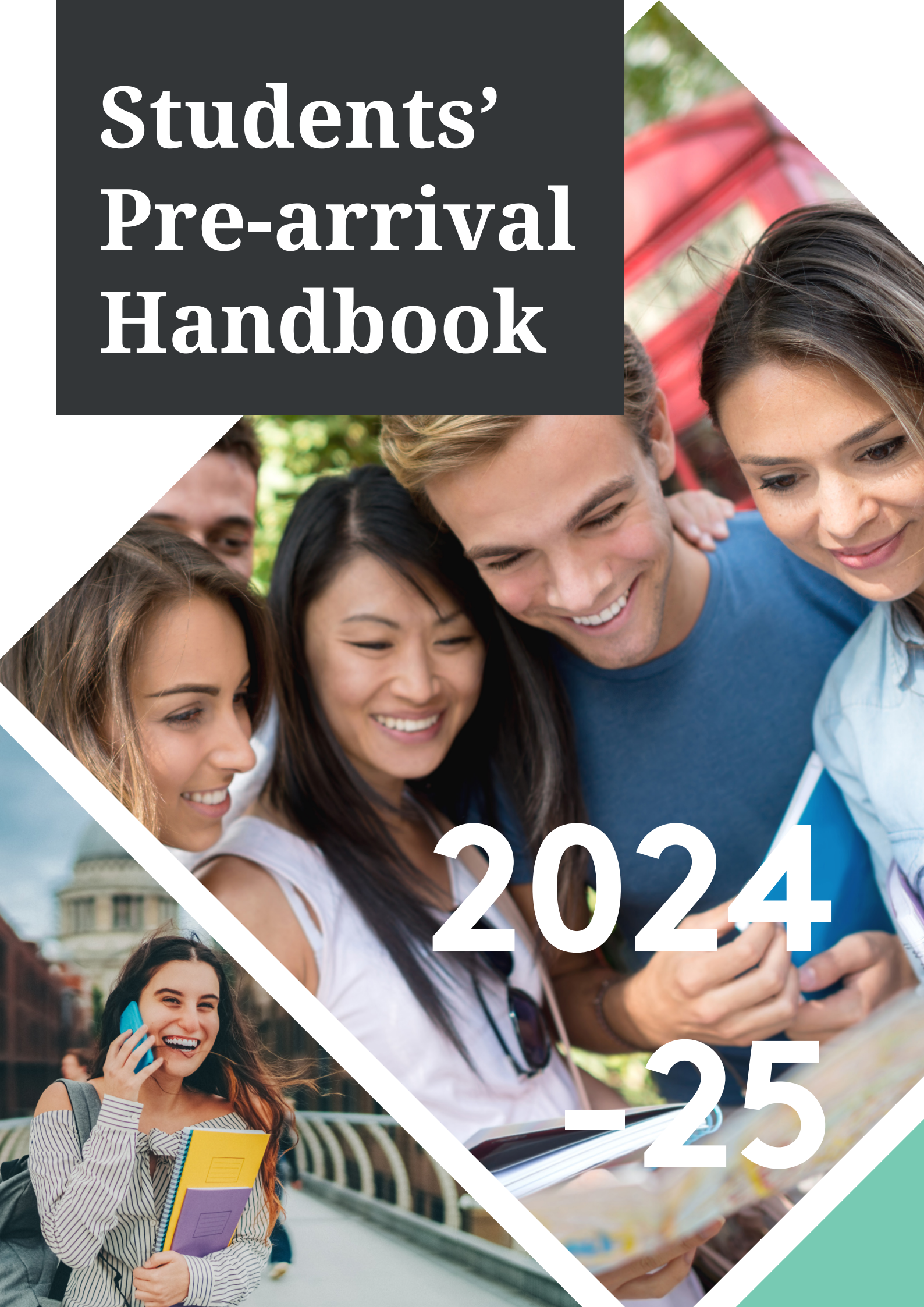


Students' Pre-arrival Handbook

2024
-25





Welcome!

TO EAST SUSSEX COLLEGE



We are delighted to welcome you to the UK and to East Sussex College Group!

This Pre-Arrival Handbook is to help you prepare for your arrival to the UK including your studies and life at the College. You will find useful checklists, information on what to bring, details on British customs and culture and tips about living in the UK - all of which are designed to help you adjust to life here.

We hope that you find this useful and we look forward to meeting you very soon!

The International Team.

OUR CONTACT DETAILS

Website: www.escg.ac.uk/study/international

Email: international@escg.ac.uk

Lewes Tel: +44 (0)30 300 39916

Eastbourne Tel: +44 (0)30 300 38582

Hastings Tel: +44 (0)30 300 39882

East Sussex College Lewes
Mountfield Road
Lewes
East Sussex
BN7 2XH

East Sussex College Eastbourne
Cross Levels Way
Eastbourne
East Sussex
BN21 2UF

East Sussex College Hastings
Station Plaza, Station Approach
Hastings
East Sussex
TN34 1BA

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Useful College & Emergency Contact Numbers

East Sussex College

International Admissions Office Lewes
Mountfield Road, Lewes, East Sussex, BN7 2XH
Tel: +44(0)30 300 39916
Office hours Monday to Friday 09:00-17:00
international@escg.ac.uk

International Admissions Office Hastings

Station Plaza, Station Approach, Hastings, TN34 1BA
Tel: +44(0)30 300 39882
Office hours Monday to Friday 09:00-17:00
international@escg.ac.uk

International Admissions Office Eastbourne

Cross Levels Way, Eastbourne, East Sussex, BN21 2UF
Tel: +44(0)30 300 38582
Office hours Monday to Friday 09:00-17:00
international@escg.ac.uk

24-hour Emergency Numbers

Lewes Tel: +44(0)30 300 38345
Eastbourne Tel: +44(0)30 300 39645
Hastings Tel: +44(0)7757 627291
Use this number for any emergency whilst you are in the UK

Accommodation Office Lewes Campus

accommodation-lewes@escg.ac.uk

Accommodation Office Eastbourne Campus

accommodation-eastbourne@escg.ac.uk

Accommodation Office Hastings Campus

accommodation-hastings@escg.ac.uk

UK Emergency Services

UK Emergency Services Police, Fire, Ambulance and Coastguard
Tel: 999 or 112

Visas, Immigration and International Student Advice

UK Visas & Immigration

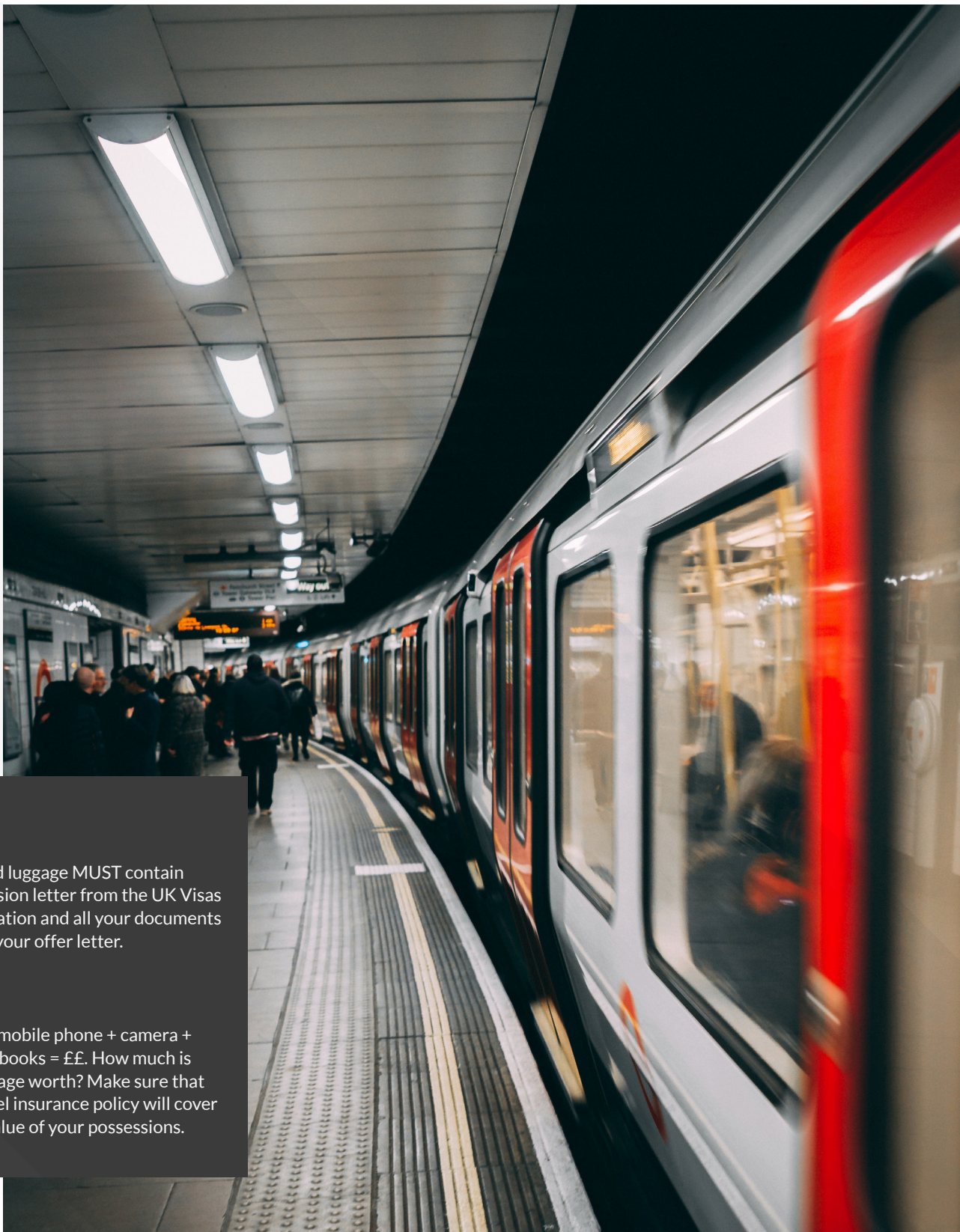
www.gov.uk/government/organisations/uk-visas-and-immigration

Lunar House, 40 Wellesley Road, Croydon CR9 2BY
Opening hours 08:00-16:00 Monday-Friday

UKCISA – The UK Council for International Student Affairs

9-17 St Albans Place, London, N1 0NX
Tel: +44 20 7788 9214 (Student helpline)
Monday-Friday 13:00-16:00
www.ukcisa.org.uk

Airports & Travel



Top Tip:

Your hand luggage **MUST** contain your decision letter from the UK Visas & Immigration and all your documents listed on your offer letter.

Top Tip:

Laptop + mobile phone + camera + clothes + books = ££. How much is your luggage worth? Make sure that your travel insurance policy will cover the full value of your possessions.

Travelling in the UK

General Travel Information
Traveline - Public Transport Information
www.traveline.info

Airports

London Gatwick Airport
Tel: +44 (0)344 892 0322 (General enquiries and flight information)
www.gatwickairport.com

London Heathrow Airport
Tel: +44 (0)20 3368 8968 (General enquiries and flight information)
www.heathrowairport.com

London Stansted Airport
Tel: +44 (0)800 093 7851 (General enquiries and flight information)
www.stanstedairport.com

Trains

UK National Rail Enquiries
Tel: +44(0)20 7278 5240 (Use this number to find out train times and routes)
www.nationalrail.co.uk

Eurostar (Trains to France, Brussels and mainland Europe)
Tel: +44 (0)1233 617 575 (08:00-19:00 Monday to Friday, 09:00-17:00 weekends and Bank Holidays)
www.eurostar.com

Southern Rail (Trains operate in the South of England)
Tel: +44 (0)3451 27 29 20 (open daily: 24 hours-closed Christmas Day)
www.southernrailway.com

Southeastern (Trains operate between London and Kent and parts of East Sussex)
Tel: +44 (0)345 322 70 21
www.southeasternrailway.co.uk

Ferries

Dover Ferry Port - DFDS Seaways
Tel: +44(0) 871 230 0440
www.doverport.co.uk

Newhaven Ferry Port - DFDS Seaways
Tel: +44(0) 844 576 8836
www.newhavenferryport.co.uk

Portsmouth International Port
Tel: +44(0) 23 9229 73 91
www.portsmouth-port.co.uk

Buses

National Express (nationwide bus travel)
Tel: +44 (0)8717 818178
www.nationalexpress.co.uk

Lewes and Brighton buses:
www.buses.co.uk
and www.stagecoachbus.com
and www.compass-travel.co.uk

Eastbourne buses:
www.stagecoachbus.com

Hastings buses:
www.stagecoachbus.com
and www.1066online.com

UK Tourist Information

VisitBritain - UK Tourist Office
Tel: +44 (0)207 5781000
www.visitbritain.com/gb/en

Lewes Tourist Information
Tel: +44 (0)1273 483448
www.enjoysussex.info

Eastbourne Tourist Information
Tel: +44 (0)1323 415 415
www.visiteastbourne.com

Hastings Tourist Information
<https://www.hastings.gov.uk/visiting/>

Planning your stay in the U.K

Getting ready to visit

This handbook does not have a major focus on Covid-19 and the protective measures the College has introduced for a safe return for all students and staff. Separate information can be found on the college website.

We recommend that you read this section and start to plan your departure at least two months in advance.

Preparation is key when planning your departure and stay in the UK. Following confirmation of your place on your chosen course, you will be issued an offer/enrolment letter. If you are making a visa application under the Student Visa Category of the Points-Based System, then you will receive a CAS (Confirmation of Acceptance for Studies). This unique CAS reference number must be used in your visa application.

www.gov.uk/browse/visas-immigration/student-visas

You may also have to pay the immigration healthcare surcharge as part of your visa application.

Check how much you'll have to pay before you apply www.gov.uk/healthcare-immigration-application/pay

Biometric Residence Permit (BRP)

If you are successful in your application for permission to enter the UK for more than six months you will receive a BRP upon arrival in the UK

www.gov.uk/biometric-residence-permits/overview

Your visa will be issued as a vignette (sticker) in your passport and will only be valid for 30 days. Please see the link below for the international roll-out schedule on the dates for each phase of the overseas biometric residence permit.

www.gov.uk/government/publications/biometric-residence-permits-overseas-applicant-and-sponsor-information

The 30-day entry clearance vignette will have a valid from date based on the course start date. If you do not travel to the UK during this 30 day period then your vignette will expire and you will need to apply for another 30-day vignette if you still wish to travel to the UK. You will have to pay a fee for this new application and provide your biometric information again, but you will not have to submit a new Student application.

Your 30-day vignette will be accompanied by a letter. When you enter the UK you should show the border force officer your 30-day vignette and this letter.

Collecting your BRP in the UK

You must collect your BRP from the allocated post office within ten days of arriving in the UK. The decision letter that accompanies your 30-day vignette will contain the details of the post office that you selected. You do not have to make an appointment at the post office but you must take your 30-day vignette and your letter with you. If you do not collect your BRP within ten days of arriving in the UK you may have to pay a fine and/or your visa may be cancelled. College staff are permitted to collect BRP on behalf of their students.

The Home Office is changing the way in which individuals will be able to view evidence of their UK immigration permission. Physical documents such as BRPs, and vignettes placed in a migrants passport, are eventually going to be replaced by a digital immigration permission known as an 'eVisa'. All holders of immigration permission will need to register for a UKVI account to access their eVisa. Migrants will be able to share that permission with organisations, such as their education institution. The part of the UKVI account where the migrant can access their permission and learn how to share it with others is called 'view and prove'. The Home Office aims to replace most physical documents with eVisas by the start of 2025. It aims to do this for holders of existing permission and, soon, for all newly-granted immigration permission.

Credibility interviews

As part of your visa application, you may be required to attend an interview. You will be sent an email inviting you to take an interview as part of the application process. You are advised to check your email account regularly - including the 'junk' folder as your application is likely to be refused if you are asked to attend an interview and you fail to attend without providing a reasonable explanation.

The interviews take place when you attend the visa application centre to provide your biometric information. A UK Visas & Immigration member of staff will ask you questions about your course, where you want to study and your reasons for studying in the UK. You are expected to answer the questions at the interview without the assistance of an interpreter and to a standard that matches the English language requirements that are stated on your CAS statement following our academic assessment.

Essential documents

Your passport must be valid, and if you are a Visa National you need to have the correct visa in your passport. You should also bring with you letters from the college that confirm your course place, copies of your bank statements, your original school reports and exam certificates and English language certificates. Your enrolment may be delayed if you fail to bring the original documents with you.

Since 1 January 2021, the UK has a new Points-Based Immigration System. This means that all EEA nationals coming to the UK to study will need the correct immigration permission to be in the UK and to study.

www.gov.uk/settled-status-eu-citizens-families

Preparing your finance

Now is a very good time to plan your money. The UKVI recommends that students should have around £1,023 for each month of their course, up to a maximum of £9,207 for a course lasting nine months or more.

To help you plan your finances we suggest that you use the following websites:

www.studentcalculator.org.uk/international/

www.educationuk.org/UK/Article/Budget-planning-in-the-UK

www.oanda.com/currency/converter/

Travelling to the UK

If you use a travel agency to book your tickets make sure that it is a member of one of these organisations, ABTA or ATOL. These organisations may offer you some financial protection should your journey be delayed due to unforeseen circumstances.

When to arrive?

We recommend that you try to arrive a day before your course starts. This will help you to recover from any jetlag and allow you to benefit from our induction programme.

What type of insurance do you need?

Travel, health and possessions insurance are strongly recommended. When choosing your insurance policy remember that different insurance companies will offer different levels of cover. Read your insurance policy carefully so you know what your policy does/does not include. Your parents may also have a travel or possessions insurance policy on their household insurance.

Planning your stay in the U.K

Health Insurance

Health insurance will cover costs of unforeseen or emergency medical treatment. Depending on your length of study in the UK you may find that you are/are not able to access a wide range of NHS services and treatment. Please read pages 19 to 21 for more information on the UK healthcare system including the Immigration Health Surcharge.

Many of our international students take out a health insurance with Endsleigh, a leading provider of international student insurance. To find out more please go to:

www.endsleigh.co.uk/personal/travel-insurance

Let us know when you plan to arrive

Once your travel details are arranged please let us know when you will arrive. Our accommodation teams can make sure someone will meet you at your accommodation.

www.gatwickairport.com

www.heathrowairport.com

www.stansteadairport.com

Airport and ferry port collection

Our Accommodation and Welfare team can arrange a college taxi to meet you at your arrival port. If you require this service please make sure you book it in advance. You can let us know either on your application form or via email. Our taxi service can take you directly to your accommodation or to the college. For your information, London Gatwick is the closest airport to the college and Newhaven is the closest ferry port to the college.

Preparing for the British weather

Being an island the British weather can change very quickly. In the summer you will experience temperatures up to 30 degrees and in winter it can go below 0 degrees. Don't forget that it often rains here too! Whatever the length of your course it's advisable to bring some warm clothes and a waterproof coat.

Check out the weather in the UK at:

www.bbc.co.uk/weather

Preparing for your course

To help you adjust to your new course our teachers recommend that you start reading newspapers and books related to your studies.

Suggested news websites:

www.bbc.co.uk

www.guardian.co.uk

www.ft.com

Preparing to speak English... All the time!

Arriving into a new country where a different language is spoken can be hard work. There are regional accents to deal with, people often speak very fast and use colloquial language. We recommend that you try to learn new vocabulary, watch and listen to English-speaking television and radio and read newspapers and magazines in English before you leave.

Useful websites

www.prepareforsuccess.org.uk/the_language_challenge.html

www.bbc.co.uk/worldservice/learningenglish





Preparing yourself for British culture

It is likely that British culture will be very different to your own. Customs and etiquette may be different and may take you some time to get used to. Here are some resources to help you know what to expect:

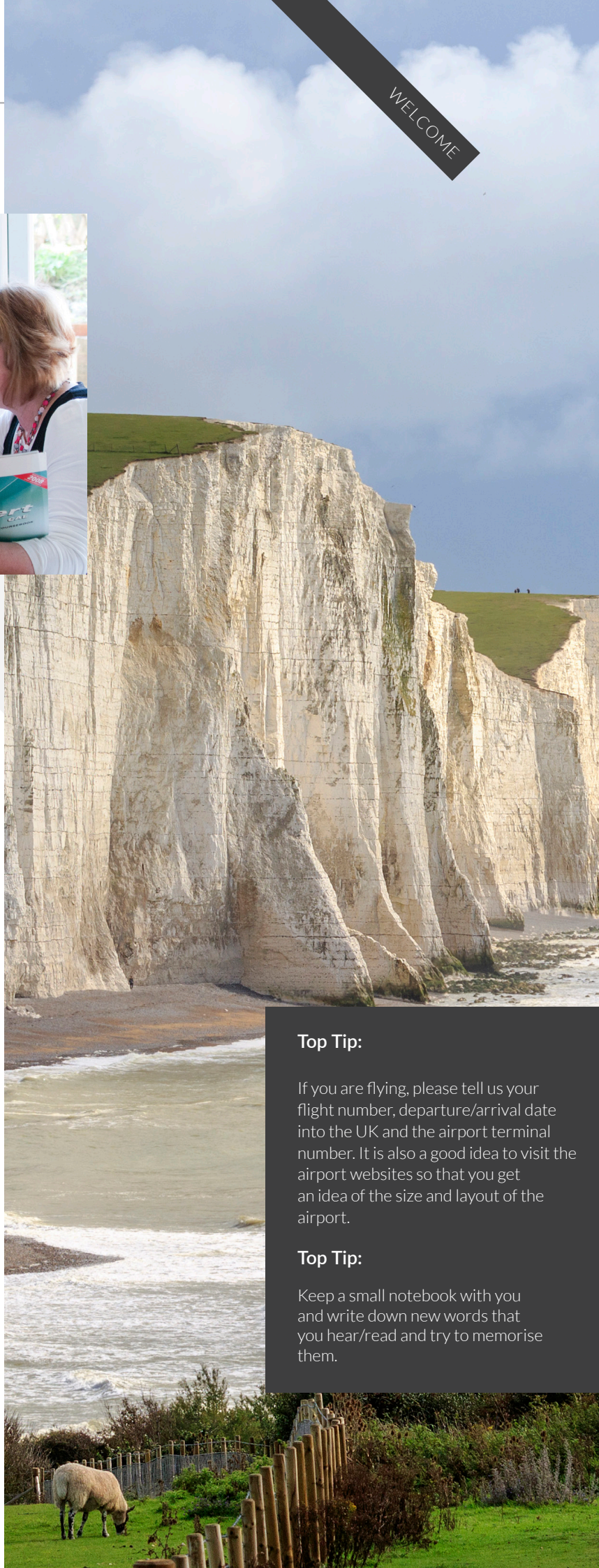
www.educationuk.org/UK/Article/UK-life-and-culture

www.educationuk.org/global/articles/safety/

Culture shock

Culture shock describes the feelings you experience when you live in a new country brought on by being in a new environment. Even though you may have carefully planned your trip culture shock can affect anyone and can make you feel tired, emotional or even ill. Please use the link below to find out more about culture shock and how to deal with it.

www.ukcisa.org.uk/Information--Advice/Preparation-and-Arrival/Facing-culture-shock



Top Tip:

If you are flying, please tell us your flight number, departure/arrival date into the UK and the airport terminal number. It is also a good idea to visit the airport websites so that you get an idea of the size and layout of the airport.

Top Tip:

Keep a small notebook with you and write down new words that you hear/read and try to memorise them.



Preparing for your arrival

Top Tip:

Use a luggage label and write your name, contact telephone number, email address and address in the UK on it.

Fact:

The UK electricity system is 240 volts. Most plug sockets take a 13 amp 3 pin plug. If you are bringing any electrical items with you it is a good idea to check that you can use it in the UK.

Fact:

The international dialling code for the UK is +44. Landline (non-mobile) telephone numbers are made up of two parts the local area code and the local telephone number:

UK mobile numbers start with 07.
+44 = International dialling code

(0)1273 = Local area code for Lewes
(0)1323 = Local area code for Eastbourne
(0)1424 = Local area code for Hastings

Remember:

If someone overseas is dialling a UK landline they need to remove the '0' of the local area code. E.g. 0044 1273 402362 or, for UK mobile phone numbers: 0044 7949 863 424.

Hand luggage checklist

Here's a checklist of essential documents and items you should take in your hand luggage.

- Travel tickets
- Passport (with entry clearance/visa)
- UK Visas & Immigration Decision Letter
- East Sussex College offer/enrolment letter
- Letter confirming accommodation details, address and telephone number
- The originals of your school/exam/IELTS certificates and school reports as stated on your CAS statement/offer letter
- Sponsor's letter (if necessary)
- Marriage certificate (if necessary)
- Mobile phone (with charging cable)
- A list of important telephone numbers (including your country's embassy in the UK and, if you are taking a college taxi, the telephone number)
- A letter from your doctor for any prescribed medication that you are taking
- Bank account statements to prove that you have sufficient funds to support your stay in the UK
- UK plug adaptor
- Additional passport photos
- Money in UK £ sterling and credit/bank cards
- A jumper
- A coat (you can never trust the British weather)
- Laptop (if you have one with the necessary power cable)
- A good book to read on the journey!

Arriving into a new country where a different language is spoken might seem a bit scary. This section will tell you what you can expect to happen upon your arrival.

Immigration control

Upon leaving the plane/train/boat follow the Arrivals sign to Immigration/ Passport Control. Whilst you are in the queue ensure that you have your passport, landing card and other documents ready to show the Immigration Officer. They may ask to see any or all of these documents:

- Your East Sussex College enrolment/offer letter
- UK Visas & Immigration Decision Letter
- Any document that has been used to offer you a place on your course as stated on your CAS statement/offer letter
- Letter confirming accommodation details, address and telephone number
- Parental consent form (if aged under 18 years)
- Bank account statements to prove that you have sufficient funds to support your stay in the UK

Questions you may be asked by the immigration officer

When you enter (or re-enter) the UK, the Immigration Officer must be satisfied that you speak English at the required level, without needing an interpreter.

You may be asked these questions by the Immigration Officer who checks your passport:

- "What is the purpose of your visit?"
- "How long do you intend to stay in the UK?"
- "Where will you be studying?"
- "Where will you live?"

You should know the answer to these questions and be prepared to show the Immigration Officer your offer letter and other documents to confirm this.

Useful websites and reading

www.gov.uk/government/publications/travelling-to-the-uk

www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Immigration-on-arrival

Complying with UK law including licensing laws and traffic regulations.

The following web links will help you in your preparation of living away from home in an unfamiliar country and environment. The links will give you guidance on personal safety and security as well as information about the minimum age requirements and laws in the UK in relation to driving, buying alcohol and tobacco.

www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Driving
www.gov.uk/browse/justice

Top Tip:

It is likely that you will feel tired after a long journey. Remember to keep all your belongings and paperwork together and always check the seat area before you leave.

Top Tip:

Take paper copies and have electronic copies of your passport, visa, offer letter, bank account statements, school reports and certificates.

Top Tip:

Didn't understand something? Get used to asking: "Could you repeat that please?" ; "I'm sorry I didn't understand that, could you say it again?"



Arriving into the U.K

What happens if you are refused entry into the UK?

If you have Entry Clearance (been granted a visa or permission to enter the UK) but you are refused entry upon arrival, please contact East Sussex College, using the 24-hour emergency number. You should also contact the Immigration Advisory Service for advice on what you should do next. Please see the contact details on pages 5-6.

Once you have cleared Immigration

If you have travelled by plane, once you have cleared Immigration you can go and collect your luggage. Look for your flight number and the name of the place your flight departed from on the screens. Go to the corresponding baggage reclaim area and wait for your luggage to arrive. Make sure you have collected all your bags and check the luggage labels to make sure that they belong to you.

Customs

You will then need to go through Customs control before leaving the airport. There are rules and restrictions on what you can bring into the UK. For example, did you know that if you bring more than 10,000 Euros in cash or equivalent into the UK you will need to declare this to HM Revenue and Customs? What you are bringing into the UK will determine which exit route or "channel" to go through. HM Revenue & Customs:

www.hmrc.gov.uk/customs/arriving/declaring-cash.htm

You will see three possible channels to exit the baggage hall. The **Green** channel if you have 'Nothing to declare', the **Red** channel if you have items or 'Goods to declare' or the **Blue** Channel if you have arrived from an airport in the EU/EEA where you have already cleared Customs control. If you are carrying more than the permitted allowances or prohibited items, such as food and plants from outside of the EU, you must pass through the Red Channel.

Useful further reading

www.hmrc.gov.uk/customs/arriving/arrivingnoneu.htm

www.ukcisa.org.uk/Information--Advice/Preparation-and-Arrival/Restricted-and-prohibited-items-when-entering-the-UK

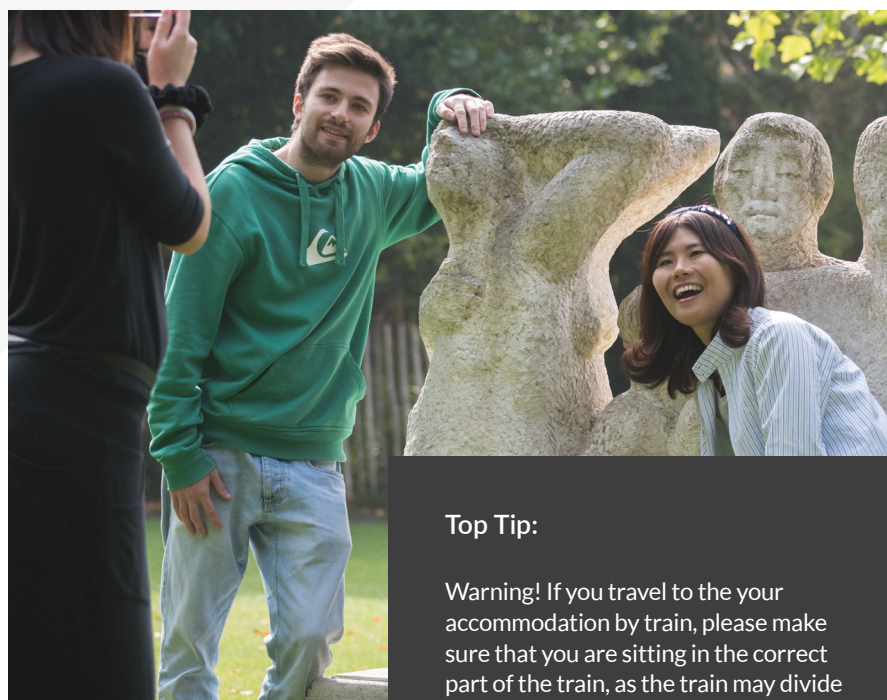
www.gov.uk/uk-border-control

Getting a college taxi

If you have pre-arranged a college taxi to collect you from the airport our college taxi driver will meet you in the Arrivals Hall. The driver will hold a poster with your name on it. Please look out for this as you walk through the hall.

Travelling to your accommodation by train or bus

You will discover that the UK has a good public transport system. All airports are serviced by buses, trains or the London underground (metro) system. If you have chosen to make your own way to East Sussex College here are some suggestions...



Top Tip:

Warning! If you travel to your accommodation by train, please make sure that you are sitting in the correct part of the train, as the train may divide during your journey.



Travelling to your accommodation from Heathrow airport

Take the National Express coach to Gatwick Airport South Terminal and get the train to Lewes, Eastbourne or Hastings train station.

Approximate costs: Heathrow airport (T1, T3, T4 & T5) to Gatwick airport (South Terminal), one way from £26.20 with National Express Coaches. If you are traveling to Hastings from Charing Cross, there is a direct train with no change required. This journey will take approximately 1 hour 45 minutes single journey from £33.30. Please note that prices may vary depending on the time of travel.

Travelling to your accommodation from Gatwick airport

Take the train from the South Terminal to Lewes, Hastings or Eastbourne train station. Trains operate from between 05:00 and 00:44. From Eastbourne station you can take a taxi to your accommodation. If you are travelling directly to the Eastbourne campus please take the train to Hampden Park, which is the nearest train station.

Approximate costs: Gatwick airport (South Terminal) to Lewes train station single journey approximately 35 minutes from £14.60. Gatwick airport (South Terminal) to Eastbourne or Hampden Park train station single journey approximately 60 minutes from £20.10. Gatwick airport (South Terminal) to Hastings or St Leonards Warrior Square train station single journey approximately 90 minutes from £20.10. Please note that prices may vary depending on the time of travel.

Travelling to your accommodation from Stansted airport

Take the coach to London Victoria train station and then take the train to Lewes, Eastbourne or Hastings Station. If you are travelling directly to East Sussex College's Eastbourne campus please take the train to Hampden Park, which is the nearest station.

Approximate costs: Stansted airport to London Victoria coach station single journey by National Express approximately 2 hours from £21.00. London Victoria train station to Lewes train station single journey approximately 1 hour 30 minutes from £34.20. Eastbourne or Hampden Park train station single journey approximately 2 hours from £40.50. Hastings or St Leonards Warrior Square train station single journey approximately 2 hours from £36.80. Please note that prices may vary depending on the time of travel.

Travelling to your accommodation from a ferry port

Dover

For Hastings campus - travelling to Hastings train station from Dover Priory – average journey time 2 hours 15 minutes and cost from £28.50 for a single journey

www.southeasternrailway.co.uk/destinations-and-offers/popular-east-sussex-destinations/hastings

Newhaven

For Lewes campus - travelling to Lewes train station from Newhaven – average journey time 10 minutes and cost from £3.50 for a single journey. For Eastbourne campus, you will need to change at Lewes train station and get another train to Eastbourne train station – average journey time 40 minutes and cost from £10.10 for a single journey.

www.southernrailway.com/



Care of under 18's

All students aged under 18 years of age, are expected to complete a parental consent form prior to the arrival in the UK. This form is completed by their parent(s)/legal guardian to confirm permission of what the student can or can't do with regards to activities outside of the scheduled course programme and any curfews that the student may have, which are agreed with and implemented between the parents/guardian, college and host provider.

Taxi Transfer

The college will automatically include a taxi transfer in invoices unless we receive written notification why a transfer is not required.

Accommodation

All students will be allocated home-stay with meals type accommodation with a college approved host family unless alternative arrangements have been made by the parent(s) or legal guardian and written confirmation has been provided to the college. In this situation, we will require the accommodation details. All students aged under 18 years residing in college arranged accommodation will be required to pay their accommodation fees through the college.

Curfew

The college has a curfew for all students aged under 18 years. The times of the curfew are specified on the parental consent and students must adhere to these times.

Top Tip:

You will receive a parental consent form when your place is confirmed on your chosen course. Your parents/ legal guardian must complete this before you travel to the UK.



Your accommodation

It is very important to us that you are happy with your accommodation choice. Our accommodation team have carefully chosen where you will live based on the information provided on your application form.

Arriving at your homestay accommodation

If you have selected homestay accommodation and you have told them in advance when you are arriving, your host should be there to welcome you to your new home.

Arriving at your student residence accommodation

If you have chosen to live in our on-campus student residence at our Lewes campus you will receive your room information prior to your departure for the UK. This will include accessing your room.

Homestay and independent accommodation (Lewes, Eastbourne & Hastings campus)

Living with a British family will help you to improve your English language skills as well as giving you an excellent chance to learn and experience British culture and traditions. Our hosts are carefully chosen and like to take an interest in what their students do each day. They will do everything that they can to make you feel welcome and to settle in to UK life and East Sussex College. Guidelines for living in homestay and residential accommodation.

Guidelines for living in homestay and independent accommodation

Living in the UK may be different to what you are used to. The following guidelines should help you to get on well with your hosts.

- Ensure that you pay your accommodation fees (rent) on time
- Ask your host's permission before using the telephone
- Let your host know if you will not be coming home for your evening meal, or
- If you know you will be late for a meal
- Please leave your valuables in a safe place

(e.g. a locked suitcase) and do not carry a lot of money with you when you are out and about

- Please make sure that you are home at night by the times agreed with your host and as stated on your parental consent form. If you do not return on time it can cause your host to worry
- If you wish to stop living in your home-stay you must tell our Accommodation and Welfare Officers and tell your host in writing in advance of you leaving
- It's good to talk. Both East Sussex College and your host want you to be happy in your accommodation. If you have a question or a problem in your home-stay or residence talk to your host about it. Alternatively please come and talk to one of the Accommodation and Welfare Officers

Guidelines for living in our student residence (Lewes only)

- Keep the shared areas (the kitchen and living room) clean. If you cook make sure you wash up and clean up after you have finished
- Keep your bedroom door locked if you are not in your room or leave the student residence
- Keep your valuables in a safe place (e.g. in a locked suitcase)
- Accept and respect other international students. Remember you share the building with lots of other students who have different customs and habits
- If you wish to stop living in the student residence you must tell our Accommodation and Welfare Officers as soon as possible.

Useful websites for further reading

www.educationuk.org/UK/Article/International-student-accommodation-in-the-UK

www.ukcisa.org.uk/student/info_sheets/accommodation_overview.php

www.educationuk.org/global/articles/settling-in/

Settling in to life at ESC

Preparing for your first day at East Sussex College

You will be given lots of information on your first day of college. Don't worry if you can't remember it all. You can always ask a member of staff for help if you have a question or are not sure what you should do.

Your first day of college – Getting to East Sussex College

If you live with a host they will show you how to get to the college. Please aim to arrive at the main Reception by 08:40am (or as stated on your offer letter) on your first day.

When you arrive on the campus follow the signs to the main Reception. Please tell the person at Reception that you are a new international student. They will ask a member of staff to come and meet you or ask you to go to a classroom to meet other new students.

Maps

Please use the link below to find map and bus information for our and Eastbourne, Hastings, and Lewes campuses.

<https://www.escg.ac.uk/explore/eastbourne/>
<https://www.escg.ac.uk/explore/hastings/>
<https://www.escg.ac.uk/explore/lewes/>

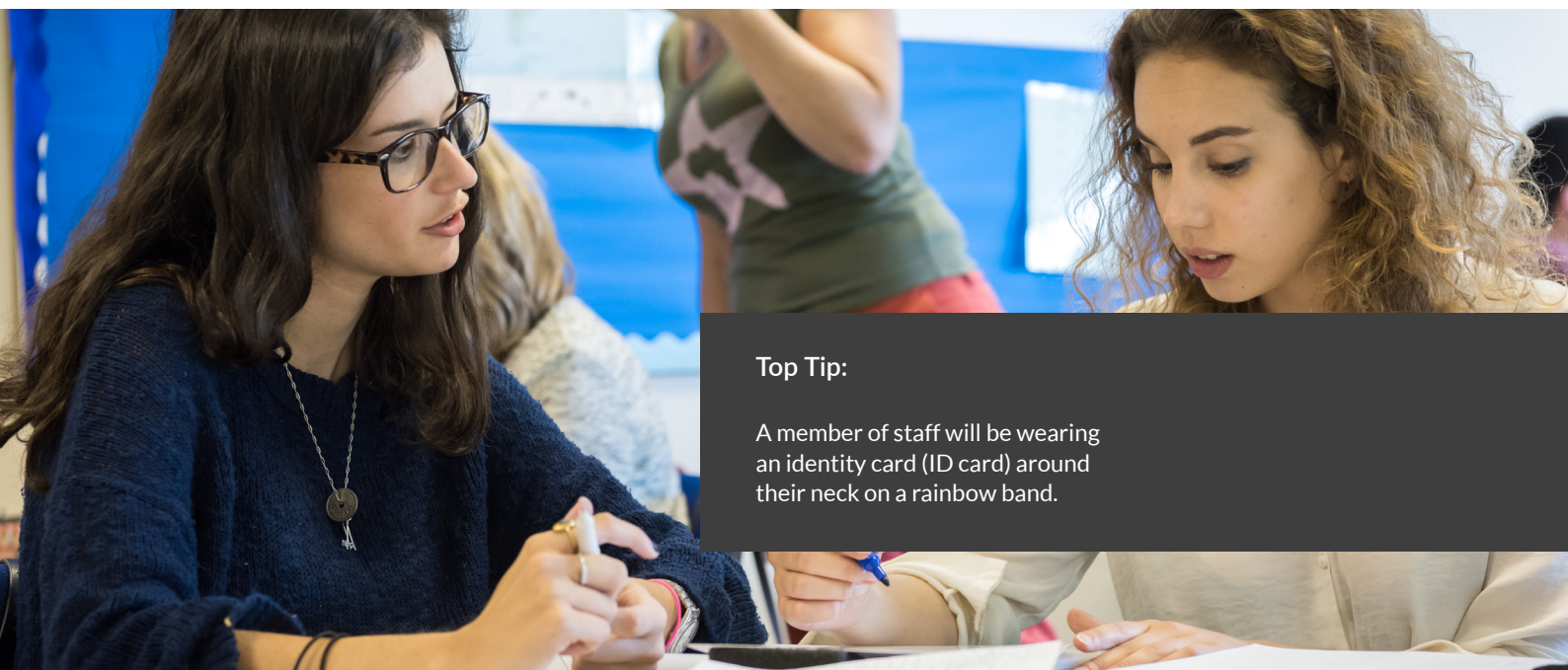
What to bring with you on your first day of college

- Your passport with (visa/entry clearance sticker)
- Your BRP
- UK Visas & Immigration Decision Letter
- Your offer/enrolment letter
- Your original certificates (school reports, exam certificates, IELTS test score, etc)
- Paper
- Pencils and pens
- Notebook
- Money for lunch
- The address of your host and their telephone number
- This handbook and/or a map of the local area

Meeting other new students

You're not alone! There will be many new international and UK students just like you starting their course. You can make friends on your first day and practice your English by asking other new students questions such as:

- "Where are you from?"
- "Where are you living?"
- "Have you been to the UK before?"
- "What course are you studying here?"



Top Tip:

A member of staff will be wearing an identity card (ID card) around their neck on a rainbow band.

Living in the U.K

Your first day of college – what happens?

Your first day at college is designed to make sure that you are ready to begin your course. Here are some of the things that you will do:

- You will be asked to confirm your personal details by members of staff
- You will be asked to provide your passport or ID card and visa/immigration stamps to enable the college to take a photocopy
- You will be asked to pay any remaining course and accommodation fees
- You will enrol onto your course and receive passwords and logins into East Sussex College computer systems
- If your main course is an English language course you will take an English language test to make sure you are in the right class
- If you are taking other subjects you may be asked to take another test
- You will meet some of your teachers and your Personal Tutor
- You will begin our induction process to help you adjust to life at East Sussex College
- You will be issued with a student lanyard that you must wear at all times

Your first week at East Sussex College

During your first week at college you will meet your teachers, fellow students, discover the local area and begin your course. You may feel a bit overwhelmed but don't worry, you will quickly adapt to your new life and your Personal Tutor will be there to help you.

Refund policy

The College has a refund policy which can be viewed on our website. All refund requests must be made in writing to the International College Director.

<https://www.escg.ac.uk/study/international/fees/>

Complaints procedure

At East Sussex College, we always try to put our students first. We will do our best to make sure that all learners have a successful and enjoyable experience. If, however, for any reason you are unhappy about any aspect of your course (no matter how small) and wish to complain, the procedure can be found in the course handbook. This policy is available on other formats/languages. Please email complaints@escg.ac.uk

Healthcare & the Immigration Health Surcharge

The Immigration (Health Charge) Order 2015 came into force on 6 April 2015. The power to create this legislation came from the Immigration Act 2014. The Order introduced a new immigration health surcharge which is payable by those:

- requiring entry clearance to come to the UK for a limited period where this permission results in leave of more than six months
- making leave to remain applicants for any length of time

The health surcharge is paid as part of your immigration application, and once permission is granted applicants will have free access to the UK National Health Service (NHS).

You will be able to get treatment in NHS hospitals but you may have to pay for dental treatment and medicines that are prescribed to you by a doctor.

Further reading

www.gov.uk/healthcare-immigration-application/pay

www.ukcisa.org.uk/Information--Advice/Living-in-the-UK/Health-and-healthcare

Healthcare

What to do if you are ill

Should you feel ill at college please tell your teacher or tutor. If necessary they will contact Reception who will arrange a college First Aider to see you. The First Aider is a member of staff who has received basic first aid training. They will decide whether you need to go back to your accommodation and rest, go to the doctor or go to the hospital

What to do if you are ill in the evening or at the weekend

If you become ill in the evening whilst in your host accommodation please let your host know immediately. If you are here with a group please let your group leader know. If you are living in Caburn House please tell a friend or the student warden. They can contact NHS choices, which operate 24 hours a day. You will be given free medical advice on what to do. Telephone: 111
Local hospitals with Accident and Emergency (A&E) departments:

Doctors

During your time at college if you need to see a doctor (commonly referred to as a GP) it will be most convenient to see the doctor who treats your host provider. To register at a doctor's surgery you need to complete the registration forms online and send them to the surgery with copies of your passport, BRP and college letter. Doctors are usually very busy and can only see you on the same day if it is an emergency.

In Lewes

If you are living in the **Lewes** on-campus student residence (Caburn House) the closest doctor's surgery is:

St Andrews Surgery
The Old Central School
Southover Road
Lewes
BN1 1US
Tel: 01273 476216

In Eastbourne

If you are living in **Eastbourne** your host may register you at their local doctor's surgery. Alternatively please see a member of staff in the International Office who will register you at the local surgery.

Arlington Road Medical Practice
1 Arlington Road
Eastbourne
BN21 1DH
Tel: 01323 727531

In Hastings

If you are living in Hastings / St Leonards-on-sea, you may wish to register close to college.

Level 3, Station Plaza Health Centre
Station Approach
Hastings
TN34 1BA
Tel: 01424 464756

Your doctor will send you to hospital if you need to go. However, if you have a serious accident you may be taken to the hospital and seen in the emergency department, commonly known as A&E. People here are treated on a priority basis.

Dentists

If you think you need emergency treatment during normal working hours you need to call the Emergency Dental Service

Eastbourne: 01323 449170
Hastings: 01424 850792
Lewes: 01273 486444

Keeping healthy

To keep yourself healthy it's important to eat a balanced diet with lots of fresh fruit and vegetables. You should drink lots of water and get at least 7-8 hours sleep per night. You should also take regular exercise, at least three 30-minute sessions per week.

WELCOME

Local hospitals with a Minor Injury Unit:

In Lewes

Lewes Victoria Hospital (open 8am-8pm)
Nevill Road
Lewes
East Sussex
BN7 1PE
Tel: +44 (0)1273 474153

In Eastbourne

Eastbourne District General Hospital
Kings Drive
Eastbourne
East Sussex
Tel: +44 (0)1323 417400

In Hastings

The Ridge, St Leonards-on-Sea
East Sussex, TN37 7RD
Tel: +0300 131 4500

Top Tip:

If you are here for less than 6 months
you will only be able to access limited
NHS treatment.



Travelling around

Traveling around

As a student you can take advantage of discounted rates on selected travel. We suggest that you buy a student railcard that will give you 1/3 off the price of train tickets when you travel at certain times and on certain train routes.

Trains: www.16-25railcard.co.uk/

Buses: www.nationalexpress.com/offers/coachcards/young-persons-coachcard.aspx

Discounts for students

Many shops and services offer discounted prices for students. To benefit from these you need to get the appropriate student card or show your East Sussex College student card to the cashier.

Living in the UK

www.educationuk.org/global/main/living-and-studying/

Tips on how to be a good student

- The more you speak the more you learn
- Learning doesn't just take place in the classroom. You can learn from other students
- Listen to people around you and read signs and notices
- Have fun. Learning should be an enjoyable experience
- Speak English all the time, even if you make friends with people who speak your language
- It's okay to make mistakes – that's how we learn!

Course rules

- You must attend at least 95% of your classes
- You must phone the International Office or the College absence line for level 3 students if you are missing a class because of illness
- You will be tested at least once a term (sometimes before half term, sometimes before the end of term)
- For students taking our English Language Plus (ELP) programme, you cannot change your timetable after the first three weeks of a term. This will give you a few weeks to change any classes you feel are not suitable. At the end of the term you will be allowed to change your Plus subjects
- For students taking academic or vocational programmes, you cannot change your course after the first six weeks of term
- If you are studying at East Sussex College on a Student Visa the College is your sponsor. As your sponsor the College has a legal responsibility to inform the UK Visas & Immigration (UKVI) if you do not comply with the terms of your visa

College Activities

There are many extra-curricular events you can get involved in. These activities are designed to teach you new skills, help you learn more about British culture and to help you make friends with other UK and international students.

Student Union

The Students' Union is a fun and exciting place in the College, where there is always something happening! It is a great place to meet new people, get involved in various activities, run amazing events and take part in some unique experiences!

<https://www.escg.ac.uk/explore/student-union/>

Social Programme

The college arranges social programmes. Look out for different events on the notice boards around your campus.



Top Tip:

Didn't understand something? Get used to asking: "Could you repeat that please?", "I'm sorry I didn't understand that, could you say it again?"

Finances

Banking

All students who come to the UK for a course of study lasting 12 months or longer are encouraged to open a UK bank account. The following link from UKCISA will give you help and guidance. During autumn enrolment / induction, students are invited to attend a finance presentation that discusses banking and other financial frequently asked questions.

www.ukcisa.org.uk/Information--Advice/Living-in-the-UK/Opening-a-bank-account

Managing Your Money in the UK

While living in the UK you will need to have access to money for your day to day expenditure, e.g. lunches, entertainment and social activities.

The College does not recommend that you bring large amounts of cash with you, as neither our on campus residence Caburn House nor our Home-stay providers provide facilities to store cash securely.

If you bring more than EURO 10,000.00 (approx. GBP 8,500.00) in cash and bank drafts into the UK, you are required to declare this on entry to the UK.

If your course of study is less than a full academic year you will find that banks in the UK will not be prepared to open a bank account for you. You will need to make arrangements for obtaining cash before you leave home.

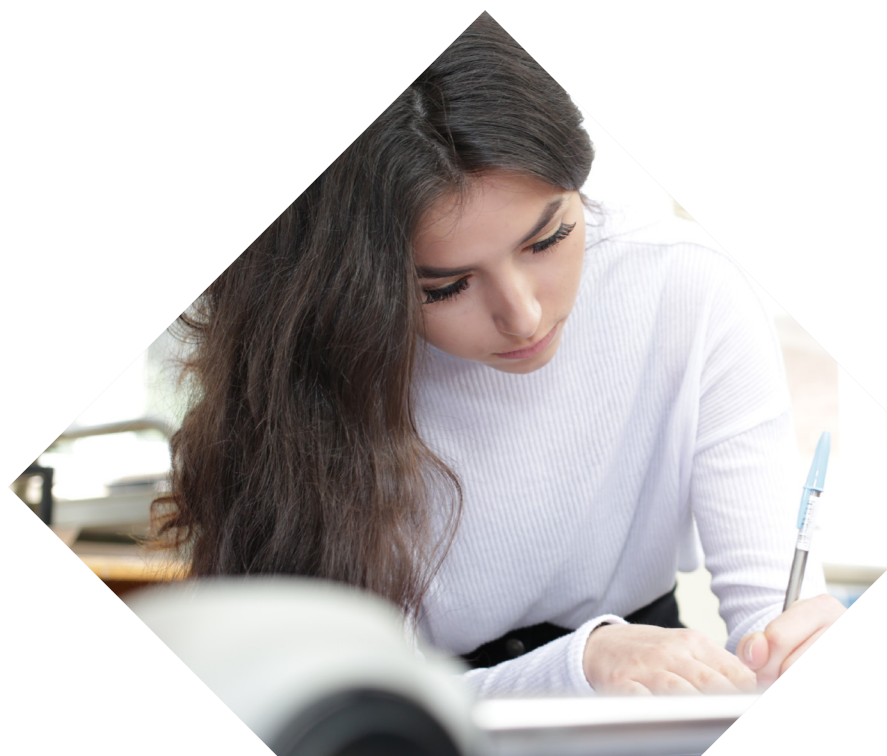
Ideally you will be able to open a bank account in your home country which allows you to use a Debit Card. Visa and MasterCard can be used in most cash machines in the UK, so that you can withdraw cash from ATMs, some of these cards will also allow you to use them in shops.

If this is not possible you will need to consider a Pre-Paid Card. There are many companies that provide these and to provide an example the college has researched the Travelex Cash Passport.

www.travelex.co.uk.

There seems to be a general rule that these cards must be owned by a person aged over 18. If you are not yet 18, your parents will need to obtain the card and request an Authorised User Card for you. These cards can be purchased at local branches of Travelex, details are on their website. Generally you buy these cards which can have a sum of money loaded to them in a variety of currencies, when travelling to the UK the college recommends that the card is loaded with Sterling. These cards can then be used in the same way as described for Debit Cards and additional funds can be added either on-line or at a branch of Travelex.

The Travelex website is simple to use, can be translated into a number of languages and provides details of local stores where more detailed information about the Cash Passport can be found.



Places of worship

Baha'i faith

Baha'i Centre

Hosts a number of events that include: tranquility zones, public forums, study classes and deepenings for all those interested in furthering their knowledge of the Baha'i Faith.

19 Stanford Avenue, Brighton, BN1 6GA.
Tel: 01273 505895

Baptist

Eastgate Baptist Church

Baptist church situated in centre of Lewes welcomes all newcomers: full details on our website.

Eastgate Street, Lewes, BN7 2LR.
Tel 01273 488357
www.lewesbaptistchurch.org.uk/

Victoria Baptist Church

Normal activities associated with a Baptist Church.

Eldon Road, Eastbourne, BN21 1UE.
Tel: 01323 737974
www.victoriabaptist.org.uk/

Hastings Baptist Church

309 E Woodlawn Ave, Hastings, MI 49058.
Tel: +1 (269) 948-8004

Brighton Baptist Church

132 E Woodlawn Ave, Brighton, TN 38011.
Tel: +1 (901) 476-6180

Buddhism

Brighton Buddhist Centre

Yoga and Meditation
17 Tichbourne Street, Brighton, BN1 1UR.
Tel: 01273 772090
www.brightonbuddhistcentre.co.uk/

Buddhist Organisation (SGI-UK)

SGI - the lay society of Nichiren Daishonin's Buddhism.
85 Longstone Road, Eastbourne, BN22 8DA.
Tel: 01323 726577

Maitreya Buddhist Centre

13 Sea Road, Bexhill TN40 1EE
Tel: 01424 733761
info@meditateinsussex.org

Church of England

St Anne Church C of E, with St Mary

12th century Anglican Church
57 St Anne's Crescent, Lewes, BN7 1SD.
Tel: 01273 472545
www.stannelewes.org.uk/

St John The Baptist Church

Southover Evangelical Anglican Church in Lewes.
Parish Office, Church End, 1 Cockshut Road, Lewes, BN7 1JH.
Tel: 01273 470616
www.southover.org.uk/

St Michael The Archangel Church

South Malling. The Parish Church of South Malling, Lewes.
Vicarage Church Lane, South Malling, Lewes, BN7 2JA.
Tel: 01273 474387

St Michael's Church

Church of England (Anglo-Catholic)
High St, Lewes, BN7 1UW.
Tel 01273 474723

St Thomas A Becket At Cliffe

Church of England
Cliffe High Street, Lewes, BN7 2AH.
Tel: 01273 474723

All Saints Church

Evangelical Anglican Church
Grange Road, Eastbourne, BN21 4HE.
Tel: 01323 732823
www.allsaintschurch-eastbourne.com/

All Souls Church, Eastbourne

Susans Road, Eastbourne, BN21 3TH
Tel: 01323 731366

Places of worship

Church of England

Christ Church Eastbourne

The Parish Church of Seaside, worshipping in the Catholic tradition of the Church of England

Christ Church Seaside, Eastbourne, BN22 7NN.

Tel: 01323 721952

www.xpeastbourne.org/

Holy Trinity Parish Church

An evangelical church in the heart of Eastbourne.

Trinity Trees, Eastbourne, BN21 3BX.

Tel: 01323 736627 (Church Office)

www.holytrinityeastbourne.org.uk/

St Elisabeth Church Anglican Church

Working in partnership with other churches in Old Town.

268 Victoria Drive, Eastbourne, BN20 8XQ.

Tel: 01323 649728

www.sainte.co.uk/

St Mary Church

Hampden Park, Eastbourne

Parish Church with parish office and church hall for hire.

69 Decoy Drive Hampden Park, Eastbourne, BN22 9PP.

Tel: 01323 501704

St Saviour and St Peter Church

South Street, Eastbourne, BN21 4UT.

Tel: 01323 729702

www.stsaviourseastbourne.org.uk/

The Haven Church

A local church where the Church of England and the Methodist Church are working together in partnership.

The Haven Church, The Haven School, Atlantic Drive, Sovereign Harbour, Eastbourne, BN23 5SW.

Tel: 01323 642897

www.thehavenchurch.org.uk/

Christchurch

Old London Road, Hastings

Tel: (01424) 421439

St Barnabas

Hoads Wood Road, Hastings

Tel: (01424) 754501

St Helen's Church

The Ridge, Hastings, TN34 2RA

Tel: (01424) 425172

All Souls

Athelstan Road, Clive Vale, Hastings.

Tel: (01424) 843700

Elim Church

Elim Church Centre, Elphinstone Avenue, Hastings, TN34 2DJ

Tel: (01424) 465145

Kings Church

The Hastings Centre, The Ridge, Hastings TN34 2SA (opposite Conquest Hospital)

Tel: (01424) 755990

Islam

Islamic Centre and Mosque

150 Dyke Road, Brighton, BN1 5PA.

Tel: 01273 505247

Eastbourne Islamic Cultural Centre and Mosque

Ashford Square, Eastbourne,

Tel: 01323 727866 or 722139

Brighton and Hove Progressive Synagogue

6 Lansdowne Road, Hove, BN3 1FF

Tel: 01273 737223

www.brightonandhoveprosynagogue.org.uk/

Eastbourne Hebrew Congregation Synagogue

22 Susans Road, Eastbourne, BN21 3TJ

Tel: 01323 640441

Eastbourne Progressive Jewish Congregation (EPJC)

Jaybirds, 38 Mountbatten Drive, Langney Point, Eastbourne, BN23 6AX

Tel: 01323 725650

www.epjcong.org.uk/

Brighton and Hove Jewish Centre

Community Centre and Halls

Ralli Hall, 81 Denmark Villas, Hove, BN3 3TH

Tel: 01273 202254

Roman Catholic

St Pancras Roman Catholic Church Lewes

The Roman Catholic parish church for Lewes and surrounding villages.

Irelands Lane, Lewes

Tel: 01273 473309

Church of Christ The King

3 Princes Road, Eastbourne, BN23 6HS

Tel: 01323 760048

Our Lady of Ranom & St Gregory with St Agnes

Roman Catholic Church

2/4 Grange Road, Eastbourne, BN21 4EU

Tel: 01323 723222

St Agnes Church

Whitley Road, Eastbourne, BN22 8NJ

St Gregory's Roman Catholic Church

Victoria Drive, Eastbourne, BN20 8QY

Tel: 01323 723222

St Joachim, Hampden Park

Brodrick Road, Hampden Park, Eastbourne

St Peter & St Paul

Magdalen Road, St Leonards

Tel: 01424 445606

St. Mary Star Of The Sea R C Church

1 High Street, Hastings, TN34 3EY

Tel: 01424 421263

St. Joseph's Catholic Church

6 Wellington Road, Brighton, BN2 3AA

Tel: 01273 386159

The Church Of The Good Shepherd

272 Dyke Road, Brighton, BN1 5AE

St. Josephs R.c Church

6 WELLINGTON RD

Portslade, BN2 3AA

Tel: 01273 386159

St Mary Magdalen Church

55 Upper N St, Portslade, BN1 3FH

Tel: 01273 326793



Planning your departure

In the last few months of your course, you will start to plan your return home or think about what you will do next. The link below will hopefully help.

www.ukcisa.org.uk/International-Students/The-next-stage/Preparing-to-return-home/

Exit checks

The Home Office will check the immigration status of those leaving, as well as entering the UK.

Information about passengers who travel using scheduled commercial flights will be gathered in the same way as now, using advance passenger information. There will be more checks than usual for those travelling in other ways, for example, by train or ferry, so make sure you give yourself extra time to go through immigration controls before departure is required.

The Home Office has published guidance about how exit checks should work:

www.gov.uk/government/publications/exit-checks-on-passengers-leaving-the-uk

Finally...

We hope this Pre-Arrival pack has been useful. We look forward to welcoming you to East Sussex College.



OUR CONTACT DETAILS

Website: www.escg.ac.uk/study/international

Email: international@escg.ac.uk

Lewes Tel: +44 (0)30 300 39916

Eastbourne Tel: +44 (0)30 300 38582

Hastings Tel: +44 (0)30 300 39882

East Sussex College Lewes
Mountfield Road
Lewes
East Sussex
BN7 2XH

East Sussex College Eastbourne
Cross Levels Way
Eastbourne
East Sussex
BN21 2UF

East Sussex College Hastings
Station Plaza, Station Approach
Hastings
East Sussex
TN34 1BA

