

**NOW YOU'VE  
STARTED**



**A CHECKLIST FOR  
YOUR FIRST FEW DAYS**





In this booklet you will find a checklist of the things you need to do in your first few days.



I want to wish you the warmest welcome to the University of Liverpool. I imagine right now you are experiencing lots of emotions as you embark on this next stage of your life, but I want you to know that every team at the University is dedicated to supporting you and will help you strive to achieve your goals.

To help you settle in, staff have put together this checklist which sets out everything you should do now you have started. Remember, we can support you with almost every aspect of university life. So, if you need help, please do get in touch with our wonderful International Advice and Guidance team. You'll find the team's contact details on the next page.

I wish you the best of luck with everything ahead and look forward to seeing what you go on to accomplish.

**Professor Tim Jones**  
**Vice-Chancellor**



## International Advice and Guidance (IAG)

Our aim is to enhance your experience as a student during your time at the University. We offer you specialist advice and support by email, drop-in and appointments.

We advise on a range of issues including visas, financial advice, working during and after studies, personal/family issues and British culture. We also offer a varied, year-round programme of presentations and forums. If you have any questions, please contact us.

T: +44 (0)151 795 1000 E:  
[iagteam@liverpool.ac.uk](mailto:iagteam@liverpool.ac.uk)  
[liverpool.ac.uk/studentsupport/visas-and-immigration/](https://liverpool.ac.uk/studentsupport/visas-and-immigration/)

### Your first steps...

#### Contact home

After arriving in Liverpool, whenever that may be, contact family and friends at home to let them know you have arrived safely.

#### Attend Hello International!

Hello International! is International Advice and Guidance's programme of orientation events for new international students in your first few weeks.

Here you will find a variety of useful information and details of the services and facilities which are available to you. You will also have the opportunity to meet other new students and find out more about your new home. Full programme of events: [liverpool.ac.uk/studentsupport/visas-and-immigration/welcome-week/](https://liverpool.ac.uk/studentsupport/visas-and-immigration/welcome-week/)

#### Pay your student fees

Follow the instructions given to you by the Student Fees Office to pay your fees [liverpool.ac.uk/feespayment](https://liverpool.ac.uk/feespayment) for more information.

#### Registration

There are several things you need to do to complete the registration process:

#### Activate your computing account

Visit [liverpool.ac.uk/activate](https://liverpool.ac.uk/activate) and follow the instructions to activate your University computing account.

#### Complete academic registration

Please follow the instructions given to you in Your Registration to complete the checklist items. These include choosing your modules, uploading a photo for your ID card and adding your address. Your Registration is available at: [liverpool.ac.uk/student-administration/registering-for-my-programme/](https://liverpool.ac.uk/student-administration/registering-for-my-programme/)

#### Confirm your arrival on campus

The final stage of academic registration is confirming your arrival (engagement) on campus. Log in to Your Registration using university computer or on the University Wi-Fi at [liverpool.ac.uk/student-administration/registering-for-my-programme/](https://liverpool.ac.uk/student-administration/registering-for-my-programme/) and confirm your engagement.



#### Access your Digital immigration status

After arriving on campus you will need to provide your passport and e-visa to the University. You will be sent an e-mail to book an appointment to attend International Registration where you will have your immigration documents checked and also collect your Student ID card. You will need to provide your documents before the registration deadline – **7 February 2025**.

Please ensure you access your online immigration status and obtain a share code [www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status) to provide to the University in advance of arriving.

#### Provide your passport and visa

All students must provide their passport and visa (vignette/share code) or evidence of making an in-time application to extend your visa inside the UK to the University to complete your registration.

You will have received an e-mail inviting you to book an appointment to provide your documents. The deadline to provide your documents is **7 February 2025** so you must attend before then.



#### Open a bank account

Open a bank account as soon as possible and deposit any cash you have so that it is safe. To open an account you will need to provide a bank status letter from the University to show to the bank you choose.

You can request this letter online after completing registration: [liverpool.ac.uk/student-administration/requestofficialdocuments/bank-status-letter/](https://liverpool.ac.uk/student-administration/requestofficialdocuments/bank-status-letter/)  
Please check with your chosen bank to find out what documents you need to provide to open an account.

## Download the My Liverpool App

If you haven't already, make sure you download the My Liverpool app to find out about welcome events and access to information and support. Check out the other apps available such as UoL Timetables and the VGM interactive tour: [liverpool.ac.uk/it/app-directory/my-liverpool/](https://liverpool.ac.uk/it/app-directory/my-liverpool/)





## Register to use University computer facilities ✓

The University offers an extensive range of computer facilities which are explained in detail on their Quickstart website which you can access at: [liverpool.ac.uk/it/quickstart/](http://liverpool.ac.uk/it/quickstart/)

To self-register for the computer facilities, all you need is your student ID number. Visit: [liverpool.ac.uk/register](http://liverpool.ac.uk/register) and complete the details required. If you need more support you can E: [servicedesk@liverpool.ac.uk](mailto:servicedesk@liverpool.ac.uk) or T: +44 (0)151 794 4567

## Register with a doctor ✓

It is important that you register with a doctor (GP) as soon as you arrive in Liverpool. The Student Health Service is based on campus near the Mathematical Sciences building (206 on a campus map). You can register online: [campusdoctor.co.uk/liverpool](http://campusdoctor.co.uk/liverpool)

If you choose not to register with Student Health, or you do not live within the practice area, register with a GP practice close to your address. You can search for your nearest GP practice here: [nhs.uk/Service-Search](http://nhs.uk/Service-Search)

## Register with a dentist ✓

It can be difficult to find a dentist quickly when you need urgent treatment so register with one now. You can search for your nearest dental practice here: [nhs.uk/Service-Search](http://nhs.uk/Service-Search)

## Explore the campus ✓

Use the campus map to walk around and get to know your new University. Campus maps are available at: [liverpool.ac.uk/maps](http://liverpool.ac.uk/maps) or you can install 'Campus Map app' for an interactive map – see: [liverpool.ac.uk/it/app-directory/](http://liverpool.ac.uk/it/app-directory/)

Take a walk around, explore the University and get to know your new surroundings.

## Consider finding a part-time job ✓

Working part-time during your studies can have many benefits: it can help you to improve your English (if English is not your first language), integrate with the local community, make friends, add to your CV, improve your employability skills and earn extra money. Attend a 'Working During Studies' presentation and use the Careers Service: [liverpool.ac.uk/careers/](http://liverpool.ac.uk/careers/)

## Buy a TV licence ✓

You must have a TV licence if you want to watch programmes on a television, laptop computer or any other equipment. If you are living in University accommodation you will need a licence if you have television equipment in your own room. If you live in private accommodation you may need an individual TV licence or you may only need one licence for the whole house. Visit: [tvlicensing.co.uk](http://tvlicensing.co.uk) for more information.

## Buy insurance to protect your possessions ✓

We recommend that you buy personal possessions insurance for items such as your mobile phone and laptop. Use [comparethemarket.com](http://comparethemarket.com) or [moneysupermarket.com](http://moneysupermarket.com) to find a good deal.

Howden is the insurance company recommended by the National Union of Students: [howdeninsurance.co.uk/personal/student/student-insurance/](http://howdeninsurance.co.uk/personal/student/student-insurance/)

## Disclose any disabilities ✓

If you have a disability and need academic-related support, contact Disability Advice and Guidance. Visit their website for further information: [liverpool.ac.uk/studentsupport/disabled-students/](http://liverpool.ac.uk/studentsupport/disabled-students/)

## Stay safe ✓

Take the time to read the safety and security pages on the University site and in particular click through to the British Council's 'Safety First booklet' to remind yourself how to keep you and your belongings safe. You can access the booklet online at: [liverpool.ac.uk/studentsupport/visas-and-immigration/welcome-week/safety-and-security/](http://liverpool.ac.uk/studentsupport/visas-and-immigration/welcome-week/safety-and-security/)

## Your responsibilities as a Student Visa holder ✓

- Check your new visa for errors including the expiry date. You should have been given a visa until 4 months beyond your official course end date on your student record. If there are any errors, contact the IAG immediately for advice. It is important to correct any errors as soon as you notice, there is usually a 10 or 28 day time limit from when you receive the visa
- If your BRP expires in December 2024 please visit our website for information on registering for an e-visa: [liverpool.ac.uk/studentsupport/visas-and-immigration/student-visa/biometric-residence-permits](http://liverpool.ac.uk/studentsupport/visas-and-immigration/student-visa/biometric-residence-permits)
- If your visa states that you are allowed to work, do not work more than 20 hours each week during the term time. Ensure you are clear about what your **term/vacation** dates are, please see our website for further information. You will need a National Insurance Number to get paid for any work. Apply here: [gov.uk/apply-national-insurance-number](http://gov.uk/apply-national-insurance-number)
- Do not pursue a career by filling a permanent, full-time vacancy.

You must not engage in business activity or self-employment; you are allowed to be an employee, not an employer, director or partner. These rules also apply to online businesses and companies based overseas. You must not provide services as a professional sportsperson, sports coach or an entertainer. For more information please visit:

[ukcisa.org.uk/blog/7093/Navigating-work-and-study-with-a-Student-visa](http://ukcisa.org.uk/blog/7093/Navigating-work-and-study-with-a-Student-visa)

- Inform [liverpool.service-now.com/sas](http://liverpool.service-now.com/sas) if you renew your passport or visa. The University must keep up-to-date copies of these documents.
- If you make a visa application inside the UK and it is refused, you must contact IAG and present your refusal letter immediately. Delaying doing this could result in you being required to leave the UK.
- Attend all of your classes, meetings, tutorials etc. Report any unavoidable absence to your academic School. If you are absent from University, you must not work.
- If you are doing your dissertation or writing up your thesis then this is term time. Do not plan travel or work full-time during this time.
- You should remain living in the Liverpool area during your studies
- Keep your Liverpool address, telephone number and personal email address up-to-date on Liverpool Life.
- Your student visa is only valid if you are studying 'with attendance' on a full-time course
- Suspending or withdrawing from your course will cancel your visa and you will be required to leave the UK
- Do not claim any UK welfare benefits
- If you change course and need to extend your visa you may need to make a new visa application outside the UK.
- Leave the UK before your visa expires or make a new visa application before this date if you have plans to extend your stay in the UK.





## Talk to people and make new friends

To have a great, diverse experience at the University, try to make friends with lots of other home and international students, as well as people from outside the University. You will meet other international students during your first few weeks, where you will also find out about **Guild Societies** you can join. If you are nervous, then remember that many other new students will be too. Be brave and speak first! Get involved in activities in the city too – look out on social media, in local newspapers, shops and café notice boards for groups and events that you may be interested in. Find local social media groups for your hobbies and interests.

## International Advice and Guidance

Student Life  
University of Liverpool  
Alsop Building  
Brownlow Hill  
Liverpool  
L3 5TX

T: +44 (0)151 795 1000

E: [IAGTeam@liverpool.ac.uk](mailto:IAGTeam@liverpool.ac.uk)

 [/teamlivuni](https://twitter.com/teamlivuni)

 [/teamlivuni](https://www.instagram.com/teamlivuni)

[liverpool.ac.uk/  
studentsupport/visas-  
and-immigration/](https://liverpool.ac.uk/student-support/visas-and-immigration/)

THE ORIGINAL

REDBRICK

