



**LIPA**

International Student Guide 2018





Staircase at LIPA

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LIPA front entrance





# General advice

## 1. Get on-line

To make the most of this guide, you should get on-line. Much of the supplementary information referred to in this guide (such as information about accommodation) is web based. This guide is also available on-line at [www.lipa.ac.uk/international](http://www.lipa.ac.uk/international) with active links to other helpful sites.

## 2. Update your contact details

E-mail is the fastest and cheapest way to liaise with us. Ideally don't change your email address, but if you do, let us know. Check your in-box regularly. If you have been corresponding with us via a third party during the admission process, such as an agent, then it's now time to provide your own e-mail address too so we can reach you quickly and directly. Remember to check your Spam/Junk folder.

Notify us about any change of postal address straight away. If your address changes in the coming months, please LET US KNOW as you may be sent important information between now and September.

## 3. We're here to help - how to contact us, if you need help or advice

At various points in this guide you are asked to contact our International Team. E-mail is the best way to contact us.


Our e-mail address is [international@lipa.ac.uk](mailto:international@lipa.ac.uk) please use this address rather than emailing staff individually so that work is not duplicated.

## 4. What if you are coming to the UK with a partner or family?

This guide is most helpful if you are planning to arrive in Liverpool on your own. If you intend to stay in the UK with a partner or a family you should contact the International Team for further advice and information.







Liverpool has been welcoming people from overseas for hundreds of years, its China Town is Europe's oldest

## Section 1

# Visas

### URGENT: ACT ON THIS QUICKLY!

If you do not hold a passport from a European Economic Area country, this is the most important section of this guide.

You need to apply to UK Visas and Immigration (UKVI) for a student visa (also known as entry clearance) using the Points Based System (PBS). Tier 4 refers to the part of the PBS affecting international students.

If you fail to obtain the correct visa before you travel, you will not be allowed to enter the country or enrol here.

The following information is intended to serve as an initial reference guide. It does not cover every aspect of the immigration requirements. **Obtaining a visa is your responsibility. We are eager to assist you but we cannot secure a visa on your behalf, it must be done by you. The application process is complicated but please be reassured that all of our students obtained their visas last year. However, some eligible students had their initial visa applications denied because they did not comply with all the requirements of the application process. Reapplication results in an additional visa application fee and the loss of valuable time.**

### Organising your visa or entry clearance

If you hold a valid passport from an EEA country or a Swiss passport, you do not need to secure Entry Clearance to enter the UK to commence your studies, therefore, you can skip this section and go straight to the section entitled Funding and Finance.

The countries of the EEA are:

|                |                 |
|----------------|-----------------|
| Austria        | Latvia          |
| Belgium        | Liechtenstein   |
| Bulgaria       | Lithuania       |
| Croatia        | Luxemburg       |
| Cyprus         | Malta           |
| Czech Republic | The Netherlands |
| Denmark        | Norway          |
| Estonia        | Poland          |
| Finland        | Portugal        |
| France         | Romania         |
| Germany        | Slovakia        |
| Greece         | Slovenia        |
| Hungary        | Spain           |
| Iceland        | Sweden          |
| Ireland        | UK              |
| Italy          |                 |

If you think you may be able to obtain a passport from one of these countries, apply now as you will be spared both time and money.

**Unless you are a European Economic Area (EEA) or Swiss national, you must read on.**

## Immigration requirements for students from Non-EEA countries

### Get a passport if you haven't got one

You need a passport that is valid for at least three months beyond 14th September 2018 to register for the Immigration Health Surcharge and to apply for a visa.

### Immigration Health Surcharge (IHS)

As part of the visa application process you must pay a mandatory Immigration Health Surcharge (IHS) of £150 for each full year of entry clearance required for your programme of study, plus £75 for any additional period of less than six months (i.e. £150 for Foundation Certificate students and £525 for degree students whose visas are typically issued for a little over three years). The IHS fee is additional to the visa application fee (£348) which is paid at the same time.

Once your programme of study starts, any medical treatment you require in the UK will be free of any further charges if you use the National Health Service (NHS), just as it is for UK nationals and nationals of the European Economic Area (EEA). Even if you have private health insurance the IHS is mandatory and the NHS available to you

## Your Tier 4 Visa

To study in the UK you must apply under the Tier 4 (General) student category of the PBS. You must meet the full requirements of the Immigration rules and have 40 points in the points assessment. You can score:

- 30 points for having a valid CAS (Confirmation of Acceptance for Studies)
- 10 points for having enough money to cover your course fees and living costs.

How to meet these requirements:

- We will act as your sponsor and issue you with a CAS number to support your application. We will do this once you have:
  - accepted your offer
  - made a tuition fee deposit payment
  - submitted a copy or scan of your passport to the International Team
  - submitted a final transcript to the International Team
  - submitted evidence of your proficiency in English (if required) to the International Team.

You cannot apply for a visa without having a CAS. The CAS details all the information we provided to UKVI when we registered as your sponsor, including the amount of deposit you have already paid to us.

- You will need to provide documentary evidence to the UK authorities of your birth, identity and citizenship. This documentation must be provided in the form of certified translations or English language originals.
- All visa nationals from non-majority English speaking nations are required to provide documentation showing English language competency at Level B2 of the Common European Framework of Reference for Languages (CEFR), or Level B1 if you are studying a Foundation Certificate.

The required scores for each testing system can be found in the publication 'Applying for a UK visa: approved English language tests' you can find this document by typing the title into the search box here:

<https://www.gov.uk/government/publications>

Please note that your test must have been taken at a UKVI approved testing centre with an approved provider.



Your test certificate showing your Level B1/B2 ability in English must be sent to us before we can issue a CAS.

- iv) You will need to provide documentary evidence that you have enough money to cover your course fees and monthly living costs (maintenance) for your first year of study. We may not issue you with a CAS until we are satisfied that you have the correct documentation, in the correct format, to be compliant with UKVI rules.

Students of designated low risk nationalities do not routinely need to present all of the supporting documents for maintenance, however the UKVI reserve the right to ask for these at any time. A list of countries where UKVI differentiation arrangements apply can be found in 'Immigration Rules Appendix H: Tier 4 documentary requirements' in the following document:

<https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-h-tier-4-documentary-requirements>

For students studying our degree programmes, your fees and maintenance cost will be £24,835. For students studying our Foundation Certificate programmes, this will be £18,385.

You must be able to prove that you have the money, in full, in an account in your name. At the time you submit your visa application, it must be evident:

- a) that the money you need to apply has been in **your own** account for 28 days before the date you submit your visa application, or,
- b) that you have an approved loan in your name covering this amount, or,
- c) that you have official financial or government sponsorship covering the amount.

Please note that there is no requirement for this money to remain in your account once you have received your visa. UKVI rules allow you to use funding held by a parent or legal guardian, however there are strict rules about how this must be evidenced. These rules can be found on pages 43-54 of the UKVI Points Based System Policy Guidance. This document can be found by entering 'Guidance on application for UK visa as Tier 4 student' into the search box here:

<https://www.gov.uk/government/publications>

## Further Advice

Before attempting to complete your visa application, read all the following advisory websites to make yourself fully aware of what is required of you to secure a visa.

UK Government policy guidance and application forms for Leave to Remain for General Students/Adult Students are available at:

[www.gov.uk/tier-4-general-visa](http://www.gov.uk/tier-4-general-visa)

The United Kingdom Council for International Student Affairs (UKCISA) is a charity devoted to protecting the interests of international students studying in the UK.

Immigration advice is available at:

<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements>

Please note that all our programmes of study are eligible programmes and that we are a Tier 4 Sponsor.

If you intend to live in Liverpool with a partner or any dependents, you are advised to contact the International Team who will endeavour to supply you with the latest guidance for dependents.

## Confirmation of Acceptance for Studies

All student visa applications will require a Confirmation of Acceptance for Studies (CAS) reference number.

Visa applications will be invalid without the CAS reference number. This is a UKVI requirement.

We will issue you with a CAS number once you have accepted your offer; paid your deposit; provided us with a copy of your passport, your final year transcript and evidence of your proficiency in English. The CAS reference number will provide UKVI with evidence of our assessment of your academic eligibility for the course; confirm your passport number and nationality, and inform them of our Sponsor Licence Number. We may also ask that you show us the documentation you are using to establish that you have sufficient funding for your application to be successful.

If you have yet to supply the International Team with a copy or scan of the main information page of your passport (the one containing your passport number and photograph), please do this as soon as possible.

## How to Apply

Your application must be completed on-line and you must be residing outside of the UK to apply. As part of the application process you will present yourself in person to a visa application centre in order to have your finger-prints taken and identity confirmed.

Unless you read all the guidance required to complete the visa application process it is unlikely that your visa application will be successful. The guidance will instruct you on the documentation required to progress your application.

The on-line application process is accessed via [www.visa4uk.fco.gov.uk/](http://www.visa4uk.fco.gov.uk/)

You cannot apply for a visa **before 14th June 2018**. Applications made before this date will be rejected.

## Biometric Residency Permit

Successful visa applicants will be given a vignette (stamp) in their passport. This stamp only grants entry clearance for a period of 30 days from the date you gave as your intended travel date. This stamp will allow you to travel to the UK within this 30 day period.

Within ten days of arriving in the UK you will then have to collect a Biometric Residence Permit (BRP) from a Post Office in central Liverpool (the address of which will be given in your UKVI decision letter). The BRP grants the period of Entry Clearance required to complete your programme of study.

To collect your BRP you will need to take your UKVI decision letter and your passport to the relevant Post Office branch.

## Important Notice

Advice regarding visas is subject to change. Therefore, please read all the advice from the UKVI once more, just before you submit your application. This means you will be double checking that no details have changed and if they have, can act on them, so you will be much more likely to make a successful application.

Please be wary about taking advice from students who secured visas for entry last year or in previous years.









## Section 2

# Funding and finance

EU nationals who are offered a place on any three year degree programme may access funding from the education department of the UK government, subject to them fulfilling EU residency requirements (see the UKCISA website below).

<http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Government-Student-Support>

Your eligibility for student finance can be affected if you have previously studied a Higher Education course (eg. part or all of a degree course).

If you are a non-EU national, then our international student tuition fee rate will apply. If you are in doubt about your status, you can check with your local British Council or the International Manager who will investigate for you. Alternatively, refer to the UKCISA website above.

If you are a non-UK national coming from another country to study in England, it is essential that you make sure you have funds available to you before you set out for the UK.

If you do not ensure that you have enough money to live on and run out of funds during the year, there is very little we can do to help you. It is very difficult for an international student to obtain funds once in the UK. If you do run into financial difficulties, you should speak at once to the International Team.

## Non-EU students studying our Four Year BA (Honours) Songwriting and Performance degree

The tuition fee for 2018 entry, for Non-European Union students is £9,250 for your first year of study with us. It rises to £15,700 when you progress to year two of the course.

Non-EU students joining LIPA pay a deposit of £2,312.50 which needs to be paid by 31st May 2018. The remainder of the fee (£6,937.50) is due in full by 4pm on 24th August 2018.

We operate a reserve list system for all our courses. If you have any problems in paying the deposit on or before the 31st of May deadline, you should contact the International Team urgently, as your place may be offered to a candidate on our reserve list.

## Non-EU students studying a BA (Honours) degree

The tuition fee for 2018 entry, for Non-European Union students is **£15,700** per year.

Non-EU students joining LIPA pay a deposit of **£3,925** which needs to be paid by **31st May 2018**. The remainder of the fee (**£11,775**) is due in full by 4pm on 24th August 2018.

We operate a reserve list system for all our courses. If you have any problems in paying the deposit on or before the 31st of May deadline, you should contact the International Team urgently, as your place may be offered to a candidate on our reserve list.

## EU students studying a BA (Honours) degree

Our tuition fees for UK/EU students in 2018-19 will be £9,250. You should be able to take out a student loan with The Student Loan Company and your tuition fees will be paid to us directly from the loan company. Broadly speaking, to qualify for a Tuition Fee Loan you must be an EU national, or the family member of an EU national, and you must not have studied more than one year of a Higher Education course previously. You will only start to repay the loan once you have completed your studies and you are earning above £21,000 per year.

To start your application, you will need to complete a EU18N application form which can be downloaded from:

<https://www.gov.uk/student-finance-forms>

The application process is both **URGENT** and quite complex.

If you have any doubts about how to apply, you are recommended to contact the Student Finance Services European Team to progress your application straightaway:

Tel: +44(0)141 243 3660  
from 9am to 5.30pm, UK time.  
Email: [EU\\_Team@slc.co.uk](mailto:EU_Team@slc.co.uk)

## Students studying a Foundation Certificate

The tuition fee for 2018 entry is **£9,250**.

If you are enrolling onto one of these courses, it is probable that you are responsible for paying the full fees, regardless of your nationality.

The courses are private courses and are not Higher Education Funding Council validated higher education programmes. Therefore, regardless of your nationality, you will not normally qualify for any form of UK governmental funding.

The first payment of **£2,312.50** needs to be paid by **31st May**. The remainder of the fee (**£6,937.50**) is due in full by 4pm on 24th August 2018.

We operate a reserve list system for all our courses. If you have any problems in paying the deposit on or before the 31st May deadline, you should contact the International Team urgently, as your place may be offered to a student on our reserve list.

If you are unable to pay the remaining total at enrolment, you may be able to agree an instalment arrangement with the Finance Department. Instalment arrangements are only offered at the discretion of the Head of Accounting.

Failure to pay your fees at the given time may result in you being unable to progress on your course, access our facilities, or arrange further instalment agreements. It is essential that you contact the International Team for help and advice as soon as you anticipate any difficulties.

## Making payments

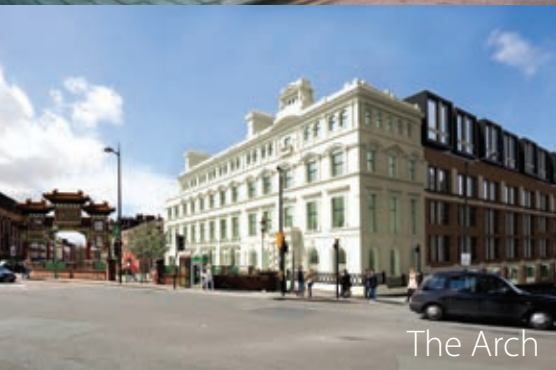
The tuition fee deposit and subsequent tuition fee payments can be made on-line at [www.lipa.ac.uk](http://www.lipa.ac.uk)

You will need your student ID number, which is in the letter sent to you with this guide.











## Section 3

# Permanent accommodation

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The sooner you start organising where to live the better. We do not own any accommodation of our own. We have arrangements with a number of organisations in Liverpool that offer students permanent accommodation. A leaflet about permanent accommodation called "Choosing Your Accommodation" is enclosed as part of this package.

Arranging permanent accommodation from afar is difficult. Your expectations are important. Student accommodation in the UK may differ greatly from what you have experienced elsewhere. Please **read all of the information provided in this guide and in the enclosed accommodation leaflet carefully**. Next, get on-line and check out the websites, then make contact with the accommodation providers to get as clear a picture of what best suits your individual needs.

Please discuss your accommodation requirements with our International Team, **before committing yourself financially or contractually to any permanent accommodation**, particularly so if you are a mature student. Some areas of the city are not recommended for students. Also what may seem like a good deal may turn out not to be once travel costs are factored in.

Most students choose to live close to us and permanent accommodation offered by the following providers is all within easy walking distance. Prices vary greatly, ranging from £70 per week in shared accommodation to £130 per week for a one bedroom, self-contained flat (apartment). Facilities offered are also very varied.

The majority of student halls of residences are self-catering, as are all private flats and houses, meaning that you will cook meals for yourself, how you want, when you want. If you can't cook, start learning now so you don't have to rely on our canteen or fast food for sustenance.



Private rented accommodation in Liverpool's Georgian Quarter is popular amongst second and third year students



Student accommodation at Agnes Jones House and Pilgrim Street



## Halls of Residence type accommodation

We work with the following accommodation providers, some of which also have information about houses and flats to rent:

### Dwell Student Living (Cathedral Campus)

Tel: +44 (0) 161 200 5560

[www.dwellstudent.co.uk](http://www.dwellstudent.co.uk)

### Unite Student Housing

Tel: +44 (0) 117 302 7399

[www.unitestudents.com](http://www.unitestudents.com)

### Agnes Jones House

Tel: +44 (0) 151 706 7530

[www.wearehomesforstudents.com](http://www.wearehomesforstudents.com)

### Rooms 4 U

Tel: +44 (0) 151 735 1440

[www.rooms4u.co.uk](http://www.rooms4u.co.uk)

### Downing Students

Tel: +44 (0) 151 707 2666

[www.downingstudents.com](http://www.downingstudents.com)

These companies are popular with our students and all their properties are within 10 minutes walking distance (with the exception of Unite's Capital Gate and Grand Central properties). Rooms 4 U offers accommodation close to LIPA, called The Lodge.

## Private rented accommodation

A large number of private landlords also offer accommodation to rent. Liverpool Student Homes is an accommodation office supported by higher education institutions in Liverpool that can advise on this type of student accommodation. They also have a website that lists accommodation available in the Liverpool area.

### Liverpool Student Homes

Tel: +44 (0)151 794 3296

Email: [lsh@liverpool.ac.uk](mailto:lsh@liverpool.ac.uk)

<http://www.liverpoolstudenthomes.org/>



Cambridge Court



The Lodge

Please note: an unfurnished flat or room means it has no furniture at all. However, you should be able to purchase basic furniture relatively cheaply in the city and outlying area. As with all accommodation, be aware of the length of contract offered as you may be financially penalised if you wish to move out of your accommodation before the contract ends.

**Before committing yourself to any accommodation in the private sector you must discuss your selection with our International Team. This includes properties on the Liverpool Student Homes website.**

### More advice on accommodation

If possible, you are advised to visit Liverpool to view accommodation options before committing yourself either financially or contractually. To arrange a visit, contact our International Team.

If you plan to stay in temporary accommodation and then find permanent accommodation in Liverpool, it is suggested that you arrive in Liverpool early. Searching for a place to live is especially difficult in a city you do not know and can be very time-consuming.



Cambridge Court

At the start of the academic year, our International Team can only offer limited time to assist you in securing your accommodation.

You need to check all accommodation contracts and paperwork very carefully and make sure that you have viewed the property before committing yourself financially (this is especially important with accommodation provided by organisations other than the ones listed in this guide). Again, we can advise you.

A separate leaflet 'Choosing your Accommodation' has been included in the package containing this guide.

This leaflet lists more accommodation providers that have been recommended by LIPA students and includes information about what you can expect in terms of noise levels and their social aspect.

### WARNING

Some of the accommodation advertised on the Liverpool Student Homes website will be unsuitable for LIPA students.

Before you agree to or sign any housing contracts, let the International Team know where you intend to live. Telling us about your accommodation plans before you commit to a contract can sometimes save you from living in a bad area or halls of residence that are not well suited to you.

Be aware of the payment terms your landlord is offering. Halls of Residence providers often demand payment in one instalment, whereas accommodation in the private sector is usually paid on a month by month basis, although increasingly private landlords are demanding a single payment from non-UK students.





This section is to help you organise your travel arrangements. Many of the options available to you mean that your first arrival point in England will be in the South of England. Liverpool, however, is in the North West of England.

## By air: International airports

There are a number of international airports in the UK. Avoiding flying into Gatwick or Heathrow airports in London, could save you time, money and trouble.

### Liverpool John Lennon Airport [www.liverpoolairport.com](http://www.liverpoolairport.com)

Liverpool has a fast growing international airport. You can fly direct to Liverpool John Lennon Airport from a number of European cities (Madrid, Paris, Geneva, Barcelona, Amsterdam, Nice, Malaga, Cologne/Bonn, Berlin and Basel amongst others) at a relatively low cost using easyJet airlines [www.easyjet.co.uk](http://www.easyjet.co.uk) or Ryanair [www.ryanair.com](http://www.ryanair.com)

As many airlines fly to Amsterdam's Schiphol Airport or Paris Charles De Gaulle, Madrid and Barcelona, it is worth investigating getting a connecting easyJet flight to Liverpool.

A taxi/Uber driver from Liverpool John Lennon Airport to LIPA costs approximately £15 - £20 depending on what time of the day you are travelling.

There are very good bus connections from Liverpool John Lennon Airport to Liverpool city centre. You can get the Arriva Airlink 500 bus service to the city centre. Or, you can get the Arriva 86A, 80A or the 82A buses. These are regular bus services with lots of stops before you get to the city centre and they take about 40 minutes. To check out bus times visit: [www.arrivabus.co.uk](http://www.arrivabus.co.uk)

### Manchester Airport [www.manchesterairport.co.uk](http://www.manchesterairport.co.uk)

Manchester Airport is the nearest large international airport to Liverpool and if you cannot fly direct to Liverpool, then Manchester is our recommended option. It is just 35 miles (56 Km) away from Liverpool and there are regular train connections, or you can travel by coach or taxi/Uber.

#### From Manchester Airport to Liverpool by train

When you arrive at the airport, follow the signs marked 'trains' to get to the British Rail station. Go to the ticket office and ask for the cheapest single ticket to Liverpool Lime Street station. This should cost roughly £15. Your journey will take about 90 minutes. Take care to travel on a direct service to avoid having to change trains in central Manchester. A taxi/Uber from Liverpool Lime Street to most student accommodation will cost around £6.

[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

#### From Manchester Airport to Liverpool by coach

When you arrive at the airport, follow the signs for 'Bus/Coach' to get to the National Express bus stops. A single ticket to Liverpool National Express Coach Station (Liverpool 1 Bus Station) can be bought from the ticket office for between £7 to £12. The journey will take about an hour if you choose an express service. And up to two hours should you have to change services in central Manchester. From Liverpool 1 Bus Station, a taxi to LIPA or to most student accommodation costs around £6.

[www.nationalexpress.com](http://www.nationalexpress.com)

#### From Manchester Airport to Liverpool by taxi

When you arrive at the airport, follow the signs for 'taxis'. Black cabs are normally readily available at Manchester Airport. This, however, is the most expensive option as the black cab taxi fare from Manchester Airport to central Liverpool normally costs over £100. Depending on the time of day that you travel - the journey can take between 45 minutes and one hour and 30 minutes.

A better alternative would be to pre-book a taxi using a Liverpool Taxi company. Delta Taxis offer very competitive fares, around £60 to central Liverpool. Delta can be contacted on +44 (0) 151 924 7373. When booking a taxi, you will need to know your flight number, arrival time and terminal. Uber drivers also operate from Manchester airport.

### Heathrow and Gatwick

Gatwick and Heathrow are the UK's largest international airports. Both are near London. You can often get internal transfer flights from these on to Manchester Airport, which is seriously worth considering, saving you both time and stress. This often works out less expensive than having to stay overnight in London or travel to Liverpool from London by train.

### On Arrival

On arrival at your chosen airport or ferry terminal, follow the **ARRIVAL** signs and you will soon reach the UK immigration point. If you are not an EEA national, be prepared to show the Immigration Officer your vignette/stamp in your passport. You should also be prepared to answer questions about your reasons for coming to the UK.

If you do have problems, you should ask to see a representative of the UK Immigration Advisory Service (telephone numbers at the back of this guide), or, during normal working hours (Monday to Friday 9.00am to 5.00pm), you can ask the Immigration Officer to contact the International Manager at LIPA to confirm your intention to study with us.

### Baggage and Insurance

If you are flying to the UK, enquire about the maximum free baggage allowance when you buy your airline ticket. Note that low-cost airlines such as easyJet and Ryanair, have very restrictive baggage policies.

You may wish to make arrangements to send some baggage by air or sea in advance of your journey. If you do so, you may need a forwarding address before sending your belongings. Please note that we have very limited storage capacity. We cannot be held responsible for the contents of packages addressed to you or anything that may happen to them.

It is worth getting insurance for anything you send or take with you. Remember to make a list of everything you pack, so that if your luggage is lost you can account for what is missing. Keep receipts for any newly bought items.

You may wish to take out insurance for your personal belongings with insurers in your own country or alternatively contact a UK insurance company. Endsleigh Insurance is a specialist student insurance company affiliated to the National Union of Students. Their web site is:

[www.endsleigh.co.uk](http://www.endsleigh.co.uk)

Endsleigh also offer specialist insurance policies for musical instruments and equipment.

### TOP TIP

#### Uber app

Uber now operate in Liverpool and Manchester, and can be cheaper and more convenient than traditional taxi services. New users are warned to familiarise themselves with the 'surge' pricing practice to avoid unexpected expense at busy times.

## UK Customs

Every airport and ferry terminal in the UK will have signs explaining what can and cannot be brought into the country. You should take note of these and ensure that you go through the correct 'channel' once you reach customs.

## Security

Be aware that there is a risk of theft at airports, stations and ferry terminals. Here are some simple precautions:

- Do not carry more cash than you need for daily expenses
- Keep your wallet or purse on you, not in your luggage
- Do not allow anyone other than an official porter to carry your luggage for you
- Keep a record of the serial numbers of any valuables
- Remember to keep all of your travel documents in a safe place (it is advisable to keep a record of the date and place of issue of your passport and the serial number. This will make it easier to get a replacement if it is lost).

Most large travel terminals have lost property and left luggage offices. If you lose anything in an airport, ferry terminal or station, go immediately to the lost property office.

If you suspect something has been stolen, go to the nearest police officer. If you lose something whilst you are on an aeroplane, make sure you inform the airline.

If you leave anything at a left luggage office, make sure that you retain your ticket and be aware of the maximum time of deposit and opening hours.

## TOP TIPS

### Arriving in the UK

Try to fly into Manchester or Liverpool airport if possible. It is by far the easiest way to get to Liverpool. Although London does not look like it is far away, spending a long time waiting and/or travelling with heavy luggage on public transport that is not always reliable (welcome to the UK!) in one of the world's largest cities can be a stressful experience and not always the best way to introduce yourself to a new country. You have been warned!

Try to arrive in the UK on a weekday (i.e. Monday to Friday) and, if possible, between the hours of 9.00am and 5.00pm. Although our International Team enjoy their work, they will not ordinarily be available to meet you if you arrive on weekends or late at night. Also, if you experience any problems with immigration or otherwise, we can help you resolve such problems if we are in the office.

Keep a record of your passport number as if you lose it by accident (which has been known to happen when people are disorientated in a new country), it will be easier to replace.

Increasingly, as a measure against theft and fraud, banks may prevent you from using debit and credit cards overseas. You are advised to contact your bank to let them know that you will be travelling overseas.

Bring a travel adaptor plug, so you can charge your phone and laptop and contact friends and family as soon as you arrive. Use skype or buy an international sim card and beware of mobile roaming charges.





## Section 5

# Useful information for your first 24 hours in the UK

### Weather

The climate in the UK may be different from your home country. It tends to be varied, even during the course of a single day. You will need a variety of clothing that will cover sunshine and snow (although snow is infrequent in Liverpool). You will also find an umbrella useful. You may find it easier and cheaper to buy some types of clothing after you have arrived in the UK. You should make sure you arrive in the UK with a coat and a sweater.

### Money

UK currency is pounds sterling (£) and pence (p). You should expect to pay up to £2.50 for a hot drink (airport and ferry terminal prices can be expensive) and about £5 - £7 for a light meal.

There is no limit to the amount of money, British or foreign, you may bring into the country.

British coins come in the following denominations 1p, 2p, 5p, 10p, 20p, 50p, £1 (100p) and £2 (200p).

Bank notes come in denominations of £5, £10, £20 and £50.

When you arrive in the UK you should have about £200 in cash for your immediate needs (meals, train fares, etc.).

Avoid carrying any more cash in case it gets lost or stolen and avoid £50 notes, as many outlets do not accept them.

### TOP TIP

Be careful when paying for things. You are likely to have a large amount of money with you. Try not to make this obvious, as it can be a temptation for thieves. There is no reason to be alarmed, just be sensible.

Remember to phone home! Before you travel to the UK, you may wish to set-up a Skype account or buy an international SIM card.

Many internet calling and messaging apps are available free of charge, or very cheaply, such as FaceTime, Facebook Messenger, Google Hangouts and Whatsapp.

Disable data roaming from your mobile (cellphone) as it is very expensive if you don't.





Liverpool waterfront



## Section 6

# Arrival in Liverpool

If you arrive at Liverpool Lime Street Station (British Rail) or Liverpool 1 Bus Station, we would advise you to take a taxi to your accommodation or to LIPA.

Remember to inform our International Team of your expected date and time of arrival and where you will be landing. If we know when to expect you, we can be prepared if any problems arise.

### Temporary accommodation

If you have not yet arranged permanent accommodation in Liverpool or are unable to go to your accommodation immediately, you should try to obtain temporary accommodation. All of the following are within walking distance of LIPA. The International Inn is a particular favourite.

The International Inn  
4 South Hunter Street, Liverpool L1 9JG  
Telephone: +44 (0)151 709 8135  
[www.internationalinn.co.uk](http://www.internationalinn.co.uk)

Embassie Youth Hostel  
Falkner Place, Liverpool L8 7NU  
Telephone: +44 (0)151 707 1089  
[www.embassie.com](http://www.embassie.com)

The Hatters Hostel  
56-60 Mount Pleasant, Liverpool L3 5SD  
Telephone : +44 151 709 5570  
[www.hattershostels.com](http://www.hattershostels.com)

A full list of hotels and bed and breakfast accommodation can be found at  
[www.visitliverpool.com](http://www.visitliverpool.com)

If you are in any doubt as to which place to stay would suit you (or any family members or friends who may be travelling to the UK with you), please contact the International Team.

## TOP TIPS

### Arrival in Liverpool

Let us know when you will arrive in Liverpool and give us the contact number of where you are staying if you have booked into temporary accommodation. In the past, we have had to get important messages to students from their families. Also, if we know when you are arriving we can sometimes arrange for you to meet other students that are already here.

If you wish to use temporary accommodation when you first arrive, be sure to book it in advance. September is a very busy month in Liverpool and a lot of accommodation is fully booked. In previous years our students have found that the International Inn [www.internationalinn.co.uk](http://www.internationalinn.co.uk) has been a good option.







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## Section 7

# Living in Liverpool

This section aims to give you an insight into life in Liverpool.

Liverpool is a major city in the North West of England with a population of around 500,000. Aside from ourselves, it is home to three other universities and a number of colleges with a total student population of over 50,000. Liverpool is therefore well established as a student city. The nightlife is diverse and the local arts scene is rich and varied. It is well served by public transport and major roads.

For more information about Liverpool go to:  
[www.visitliverpool.com](http://www.visitliverpool.com)



Liverpool waterfront

## Settling in

Every culture has its own rules, values, expectations and methods of dealing with everyday situations. You will be able to cope better with your new surroundings if you accept that some things, which you may find strange or difficult to accept at first, are due to cultural differences. For instance, if someone reacts in a certain way to you (maybe you think they are being rude or over friendly) and you are unsure, ask another student or member of staff if this is a usual way to behave. Most people you meet in the UK will be friendly, helpful and interested to learn about you and your culture.

You may notice a number of differences between the UK and your own home culture that can affect you from day to day; for instance how loudly or softly one should speak, how close to another person one should stand, how to greet someone, what is considered funny and what is offensive, whether women are treated differently to men, and so on. You may find that this makes you anxious at times. Accept that it is part of a process of getting to know a new country and a new culture and don't try to rush things. Share your experiences with students from the same country or from other countries and you will find that you are not the only one who finds some things strange. Reading newspapers, watching TV and listening to the radio as well as spending time with UK students will help you adjust to a new culture.



LIPA Canteen



Take comfort and advantage of the fact that we have a high percentage of international students and you will learn much more than the subject you are here to study.

The UKCISA website is a useful and informative resource to help you understand what you can expect to experience studying in the UK, including more information on culture shock:

<http://www.ukcisa.org.uk/Information--Advice/>

Once you feel confident that you know Liverpool, take the opportunity to travel within the UK. The UK is made up of four countries and a number of islands. It is relatively small and travelling around on public transport is reasonably quick and simple and can be cheap for students.

If you continue to experience adjustment difficulties during your stay in the UK, do not hesitate to speak to the International Manager, Student Support or your Learning Guidance Tutor at any time. Your conversations with staff will be treated in confidence.

## Personal safety and security

Whilst there is no need to worry unduly about safety in Liverpool, you should be aware that, like any large city, it has low and high crime areas. In fact, Liverpool has one of the lowest crime rates of any metropolitan area in the country.

Use common sense to ensure that you are not a target for property crime, particularly during the first few weeks of term. There will be an advice and information session from the local police as part of your orientation week at LIPA.

We suggest a few simple precautions:

- Take care where you walk at night. Avoid taking shortcuts along dark alleys, parks or wasteland.
- If you take a taxi home at night, ask the taxi driver to wait until you are safely inside your home before he/she drives away.
- Make sure that your home is secure and that all windows have locks. External doors should have two locks and, if you are in a shared house, your bedrooms should be lockable. If you are not confident about security, ask your landlord to make improvements.
- Make the safety of your personal property your responsibility; keep a note of all the serial numbers of stereos, bicycles and so on in a safe place; invest in a good bike lock.
- Do not carry large amounts of cash, or important documents such as your passport on your person, unless you need them. Passports are very hard to replace.
- Don't assume everyone else is as honest as you are.
- "Jaywalking" is not illegal in the UK and is sometimes a necessity. Remember that cars in the UK drive on the left!

You must ensure that you insure anything valuable as soon as you arrive in Liverpool, or beforehand. Student insurance is available at quite good yearly rates. The cost of insurance may vary depending on the area in which you live.

## Cost of living

When thinking about moving to Liverpool, you should account for the following costs:

- Food
- Accommodation bills (these may include heating, light, telephone - find out what is included in the cost of your accommodation)
- Travel to and from college
- Insurance
- Clothing
- Entertainment

UKVI requires that visa national students are able to show funding of £9,135 per year for living cost for a single person. Liverpool however, is much cheaper to live in than other parts of the UK and students generally find that between £8,000 and £8,500 is sufficient to cover living costs.



## Health

As an international student, you are entitled to free treatment under the UK's National Health Service (NHS), provided that you are registered on a full-time course of study lasting more than six months and provided that you didn't come to the UK for the purpose of receiving medical treatment. Your entitlement covers treatment by a Doctor (General Practitioner or GP) and hospital treatment.

You are entitled to receive medical treatment from the date your course begins. Therefore, you must ensure that you have suitable medical insurance to cover you from the date you arrive in the UK up to the date your course starts.

As soon as possible after International Orientation Day, you should register with a doctor as a NHS patient, taking proof of your student status. Visa national students should take their IHS reference number. All our students on full-time Higher Education courses are entitled to register with Liverpool John Moore's University Medical Centre, which has surgeries in the city centre and south Liverpool. Alternatively, if you know where you will be living you can search for doctors in your 'postcode area' via this website:

[www.nhs.uk](http://www.nhs.uk)

You must register with a doctor (referred to as General Practitioner or GP in the UK) as soon as possible after you are enrolled as a student.

You will be given further details of how to register with a doctor when you arrive here.

If you are unwell and your doctor is not sure what is wrong with you, or they would like a second opinion, you may be referred to a hospital for tests. If you go as a NHS patient, which you are entitled to do, you will not have to pay, although you may ask your doctor to

arrange private treatment for which you would have to pay.

You are also advised to register with a NHS dentist. You will have to ask the dentist if they are NHS. You will have to pay for treatment, but, as a student, you may be able to claim some money back. Likewise, whilst you will have to pay for eye treatment at an optician, you may not have to pay the full cost.

If you are studying in the UK for six months or more, you are entitled to receive free medical prescriptions if you are under the age of 19. (A prescription is the drugs or medicine that a doctor decides you need after diagnosis). If you are 19 or over, you are eligible to claim for the cost of medical treatment on the basis of low income. You can pick up a 'HC1' form from your Liverpool doctor, dentist or optician to do this. Otherwise each item you are 'prescribed' by the doctor (apart from the contraceptive pill, which is free) will cost £8.80.

## Banking

Before you leave home, it is probably a good idea to speak to your bank in your home country. Here are some questions that you may wish to ask them:

1. Which ways of transferring money are available, and what are the costs involved in doing so?
2. Are there any banks in Liverpool with which they already have a relationship, or with whom they may be able to help you set up an account?
3. Is it possible to use your current cash card in the ATMs (called Cash Machines in the UK) of banks in the UK? Please note: there is usually an additional charge for taking money out in a country outside of the one in which the card was issued.

On arrival in Liverpool, you should open a bank or building society account straight away. There are a number of banks near us and in the centre of town. **Banks will require confirmation that you are a full-time student before you can open an account.** This will be provided after you enrol. As an international student, you may face problems opening a bank account if you do not have the necessary documentation. You should be aware that students may find UK banks reluctant to open accounts for you. We advise you to research whether or not banks in your home country have any relationships with UK banks.

Banks vary in their requirements, but if you have the following with you, you should experience minimal problems:

- Your passport
- Letter of enrolment from LIPA confirming you are a student
- A document confirming your address in Liverpool
- Information about your bank account in your own country (3 monthly bank statements are usually sufficient)
- Your home country ATM card/credit card

If you are expecting money to be transferred from overseas on a regular basis, you should inform the student business adviser (most banks and building societies in major UK cities have one of these), so that they can advise you on the most appropriate type of account for you.

Normal banking hours in the UK are 9.30am to 4.30pm weekdays with some open on Saturday mornings. Cash withdrawal machines are available on a 24-hour basis all over the city. Be aware, if you use cash machines/ATMs inside shops and convenience stores, they may charge an additional fee of between £1.75 and £2. Avoid them.



## Communications

### Telephones

You will find public telephones at all airports, seaports, railway stations, bus stations and on most main streets.

Instructions on how to use them are displayed next to the telephone. They accept coins from 20p upwards and many also accept BT phone cards, which can be bought in shops (normally newsagents) and post offices where the green phone card sign is displayed. There are also a variety of other companies' phone cards you can buy that offer cheap rates for international calls, often sold in convenience stores. Increasingly, public telephones accept payment by credit card.

Usually you have to insert money or a card before dialling. UK telephone numbers normally have a four or five figure area code commencing with '0' followed by a six or seven figure number. For example, our International Manager's phone number is: 0151 330 3118. '0151' is the area code. If you are calling from within Liverpool, you do not need to dial the area code, therefore dialling: 330 3118. When calling from most countries outside the UK: remove the first '0' and add 00 44 before the number you wish to dial. Therefore dialling: 00 44 151 330 3118.

Calls made from private telephones are less expensive and cheapest between 6.00pm and 8.00am and all weekend. International calls can be very expensive; you might wish to check the charges with the international operator on 155 before you call. It is generally cheaper to call after 8.00pm, but it depends on the country you are calling. If your apartment or house has a land line and you anticipate that you will be phoning home a lot, you can register with one of many companies which offers low cost call rates and bill you personally if you enter a code before you use the phone.

In the USA and Canada you would dial 011 44 151 330 3118 and in Japan it would be 010 44 151 330 3118. To check the code for dialling out of your home country to the UK you can go to:

[www.howtocallabroad.com](http://www.howtocallabroad.com)

**Police, Fire or Ambulance services can be reached free of charge by calling 999.**



### Mobile phones

Mobile phones are widely used in the UK and are seen as an “essential” by students. But before you buy one, check all details of the competing packages carefully, including both the monthly charge and the charges for calls. A mobile phone that is cheap to buy could turn out to be expensive to use if it’s not the right package for you.

You choose a fee structure from a range of choices, and the network bills are charged on a monthly basis for your calls and services.

Typical packages include:

- **Pay-monthly plans**

You sign up with a mobile phone network and agree to use the network’s service for a minimum period, usually 12 months, but increasingly 18 or 24 months.

- **Pre-paid plans**

You sign up with a network and pay for a minimum of 12 months’ service in advance, at a cheaper rate than for monthly plans. If you use the phone more than the agreed amount, the network bills are charged monthly for the extra time/calls.

- **Pay-as-you-go plans**

You buy credit (talking time) in advance, either direct from the network or in the form of vouchers. You use the phone until the credit runs out and then you buy more credit. No contracts or bills are involved.

### Mail service

Post offices offer a number of services including mail distribution. They are usually open from 9.00am to 5.30pm, Monday to Friday, and from 9.00am to 12.30pm on Saturday. You can also buy postage/ mailing stamps to send letters at newsagents, supermarkets and some other shops, and from special vending machines (usually located near a Post Office).

### Fax and photocopying

Some shops in Liverpool have fax and photocopying facilities. The Learning Resources Centre (LRC) located in our building, also offers these facilities.

### Internet and e-mail

You will have free access to the internet and have your own e-mail address while you are with us. Many student residences also have facilities allowing internet connection. If you connect to an internet provider, you may find that you will be contracted for a full 12 months as this is usually the minimum period for such agreements. See [www.broadband.co.uk](http://www.broadband.co.uk) for deals and availability in your postcode area.

Internet calling apps for you, your friends and family back home are recommended!

## Working

All international students, regardless of their country of origin, are able to undertake part-time employment in the United Kingdom. The employment available is usually not well paid and must be undertaken without affecting your studies. As such it is very difficult, if you are a full-fee paying student to “pay your way through college”.

If you are a non-EU national, it is your responsibility to ensure that you have sufficient funds to live on without having to work. Providing evidence of this will be a condition on you securing a visa.

Employment issues will be covered at Orientation but for more information please refer to the following:

<https://www.ukcisa.org.uk/Information--Advice/Working/Can-you-work>

## TOP TIPS

### Living in Liverpool

Register with a doctor no more than a week after you arrive!

### Tipping

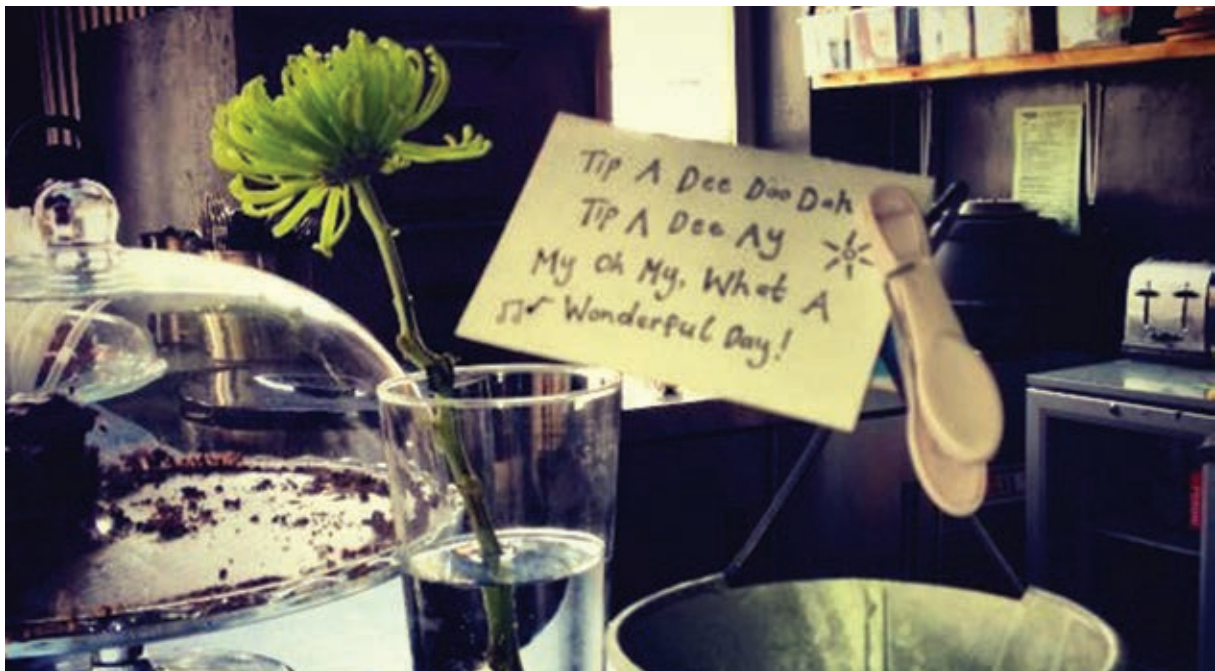
Tipping is largely discretionary in the UK, but it is considerate to tip if you are happy with the service received.

Table service in restaurant: 10%

Taxi: round up to the nearest pound

Take away delivery: £1

Hairdressing/beauty services: discretionary







In class

## Student population

There are currently approximately 800 students studying full-time at LIPA, and about 25% come from outside the UK.

Full-time courses are between one and four years long. At present, we cannot offer part-time study to non-UK students.

## International Student Orientation

Each year we hold a one-day induction session dedicated to our international students. The induction is intended to help you settle in before returning students arrive. The provisional date and time for this is Friday the 14th September at 9.00am. Orientation will give you the chance to raise any concerns you have about living in Liverpool, studying in the UK and anything else to do with your welfare.

You will also enrol on this day. Bring your passport (not a copy of) and an original transcript from the last educational institution you've attended.

## English as a Second Language

If you have not been asked to provide evidence of your ability in English, you do not need to sit any examinations, unless this is required of you in order to secure a visa. Free English language support is available to students throughout their studies at LIPA.

## And finally...

Staff are here to help you enjoy and benefit from your studies. We have support systems to help you.

When you enrol on a full-time course, you will have a Learning Guidance Tutor whom you will be able to talk to in confidence about any issue concerning you.

If you have any welfare problems to do with accommodation, finance, immigration, etc. you can contact the International Team or our Student Support Manager.

If you are having problems, no matter how small you think they are, speak to us. We are here to help.

We look forward to welcoming you as a student, see you in September!

**Darren Murphy**  
International Manager



LIPA garden





## Sefton Park, close to LIPA

Special thanks to Independent Liverpool for the use of a number of the images in this guide which “showcase and highlight the diversity of taste and talent of the individual and the independent places that abound in the city”.

To find out more visit: [www.independent-liverpool.co.uk](http://www.independent-liverpool.co.uk)

Additional thanks to:  
visitliverpool.com, Mark McNulty (Central Library, page 24)  
Rickenbacker (The Carvern Club interior, page 28)  
Terri Harrison (various)



## Section 9

## Useful contact numbers

|   |  |
|---|--|
| <b>LIPA Switchboard</b>   | + 44 (0) 151 330 3000                                      |
| <b>Darren Murphy International Manager</b>  | + 44 (0) 151 330 3118                                      |
| <b>LIPA International Team</b>  | + 44 (0) 151 330 3118                                      |
| <b>LIPA Security Desk</b> (for emergencies out of office hours)   | + 44 (0) 151 330 3012                                      |
| <b>Merseyside Police</b>  | + 44 (0) 151 709 6010                                      |
| <b>National Rail Enquiries</b> (Train Line)   | +44 (0) 8457 484 950<br>from overseas +44 (0) 2072 785 240 |
| <b>UKCISA</b> (advice for international students)<br><a href="http://www.ukcisa.org.uk">www.ukcisa.org.uk</a> | +44 (0) 207 788 9214                                       |



Cover photography by Mike Brits featuring Highfields, a band of LIPA graduates from Canada, Channel Islands, Norway, Singapore and South Africa.