



Welcome to the University

I would like to take this opportunity to congratulate you on obtaining a place at Northumbria University. We are really looking forward to welcoming you into our academic community.

The national and international reputation of Northumbria University continues to grow. We are recognised by employers, other academic institutions and most importantly our students for providing an excellent environment in which you can develop your subject understanding and gain a firm foundation for your future career. As you would expect in this exciting and fast changing environment, you will find that studying with us will challenge and develop you as a person and we are confident you will also find it a very rewarding and fulfilling experience.

This letter contains important information about your preparations to come to study with us. Please read it carefully.

In order to ensure that you are offered the best possible start to your academic studies, and the wider student experience, the Faculty has developed a formal induction that you are expected to attend. The formal induction sessions will take place during the period 11th – 15th September 2017. Please keep the whole week free for university and programme activities.

Please find below some important information regarding your enrolment and induction.

Arrival

You should aim to arrive in Newcastle from Thursday 7th September 2017. Northumbria University offers all new international students travelling from abroad a *Meet & Greet* service, providing a free pick-up from Newcastle International Airport to your accommodation. In order to take advantage of this service **you must book Meet & Greet at least 3 working days in advance of your arrival**, giving your full name and full details of your arrival date, arrival time at Newcastle Airport, flight number, accommodation and course. Further information about this service can be found at www.northumbria.ac.uk/meetandgreet

Online Self-Registration and Enrolment (International Students)

If you have not yet done so, you will need to complete self-registration online **before you arrive** at University. Click [here](#) to get started; you will need your University computer username and password, which have been emailed to you previously, and a passport style photograph to upload for your student Smartcard.

When you arrive at Northumbria, you must attend an enrolment session to complete your enrolment process. Enrolment sessions will be taking place as follows:

- **Thursday 7th to Monday 11th September, 09:30-16:30** (Not Saturday or Sunday)
And
- **Tuesday 12th to Monday 18th September 13:00-16:00** (Not Saturday or Sunday)

The sessions will take place in the **Upper Hall, Sport Central** building.

You can attend at any time during these opening hours and you must bring your passport and visa with you. You will also receive your student Smartcard when you attend the session and complete your enrolment.

Please note that the final deadline for enrolment is 2nd October 2017 for Undergraduate programmes and 9th October 2017 for Postgraduate programmes, after this date you will not be permitted to join the programme.

International Student Welcome

A special, additional induction programme has been arranged for all international students on the afternoon of Friday 8 September 2017. The event will take place on the 1st floor of the Students' Union. Further information about this event is available [here](#).

University Welcome Event

All NEW students are invited to attend the University Welcome Event, which takes place on the afternoon of **Monday 11 September 2017** in Sport Central, and will last around 45 minutes. This event is an essential part of the student induction into the University and includes a welcome from the Vice-Chancellor. There will be an event per Faculty and your session will be confirmed on your personal programme Induction Timetable, available [here](#).

Welcome to Northumbria Programme

Before you arrive, you need to complete the [Welcome to Northumbria](#) programme, which provides you with all the information you need to know before arriving. This information can be found [here](#).

Induction Schedule

Your induction programme will start on Monday 11th September 2017 with introductory briefings about the Faculty, Department, and your programme of study at Northumbria. The schedule will also allow you to meet the academic staff and fellow students from your Department. Please note that it is essential that you attend all induction activities to ensure familiarisation with the University and the Programme and to help you to prepare for the academic and social aspects of university life. You will find full detailed Programme Induction [here](#).

If you are enrolling on a programme that requires you to complete a summer brief, or you need to refer to an equipment or reading list, these will be accessible on-line alongside your induction schedule.

Please note that the induction schedule may be subject to change. Therefore, we strongly recommend that you check the website for updates closer to your time of arrival.

Visas

Most students coming to study on a full-time programme at Northumbria will require a Tier 4 (General) Student Visa. If you already hold a Tier 4 (General) Student Visa, which was issued by another UK higher education institution, you will not be able to enrol with us until you have made an application for a new Tier 4 (General) Student Visa, which bears the Northumbria Sponsor licence number on it. To start the visa application process, you should contact our Welfare, Immigration and Funding Advisers in the Student Support & Wellbeing Service by emailing sv.welfareandinternational@northumbria.ac.uk

Programme Handbook

A copy of your Programme Handbook, which provides information and guidance relating to University regulations and procedure, will also, be available on your programme eLP Blackboard site when you arrive and you will be given information about how to access this. Please take time to read this guide as it contains useful information for the duration of your programme

If you have, any queries either prior to your arrival or whilst you are here, please do not hesitate to contact the Ask4Help team.

Contact the Ask4Help team in person at any Student Central location: City Campus Library, City Campus East 1 (Business and Law Building), or Coach Lane Campus Library. Contact us by telephone on +44 (0) 191 227 4646 or via email as per below.

Faculty	Mail Box Address(es)
ADSS	ad.ask4help@northumbria.ac.uk
EE	ee.ask4help@northumbria.ac.uk
BL	bl.ask4help@northumbria.ac.uk
HLS	hl.ask4help@northumbria.ac.uk

We wish you a safe journey to Newcastle and look forward to welcoming you to Northumbria University.

Best wishes,

**Professor Peter Francis
Deputy Vice-Chancellor
Northumbria University**

