International Study Centre

MY INDUCTION PROGRAMME

September 2018
What to do prior to your arrival

As a new student you need to complete the following steps so that you are fully prepared to start your course.

STEP 1: Photograph for your campus card

Please send us a sensible looking photo of yourself similar to a passport photo, but you are allowed to smile. The important thing to remember is that this photo will be on your campus card and on your student record, so please choose your photo wisely. Images are vetted and can be rejected if they aren’t suitable. No-one else should be visible in the picture. Please send the photo to the Central Student Support team on SurreyISC.CSS@studygroup.com by 27th August 2018.

Once you have supplied your photo you will be able to collect your campus card from the main hall/library during induction week. Please note - if you do not send in your photograph there will be a delay in initiating your account and issuing your campus card.

Step 2: Activate your IT account and email address

Your IT account will be set up shortly before your arrival, but you will need to activate it first. Once you’ve activated your IT account, you can:

- Access your University email at http://surrey365.surrey.ac.uk
- Log on and use the computers and printers in our computer labs as well as other services

To activate your account go to https://activate.surrey.ac.uk/userquery/servlet/Query. You will need to enter your University Number and date of birth. You’ll then be given an account name and asked to set a password. Your email address will be confirmed on the screen. Your University Number was supplied to you separately by the Central Student Support team by email. If you cannot find your University Number please contact the team at SurreyISC.CSS@studygroup.com

If you need any support or have queries specifically about your IT account you get find out more at http://www.surrey.ac.uk/currentstudents/it/

Step 3: Activate your StudySmart account

StudySmart is a virtual learning environment for ISC students. Please follow the instructions below to log on to your Study Smart account. You will use this throughout your course to access essential study resources. Please use your University email address to register with this account.

Students are required to activate their StudySmart account before the start of term. After activation please log on to your account. You can go to the Pre-Arrival and Induction – Surrey ISC course where there are resources for you to find out about life and study at the University of Surrey ISC. This will help you to be more prepared when you arrive. You should also enrol on the Surrey ISC Office course. Essential information will be posted there, including the Student Handbook, so you should check it regularly.

1. Click on the link: http://studysmart.studygroup.com/
2. Type in your username and password.
3. Type in your University email address when prompted. Complete the profile and click on update profile button. Leave (close) Study Smart page completely.
4. Go back into your University email account. Click on the email link sent to you by StudySmart and activate the account.
5. Go to Courses and you will find the ones you need by choosing UNITED KINGDOM ► SURREY
6. You will be asked to change your password. Please make sure you remember the password you chose.
## Surrey ISC Welcome Week Timetable

Please ensure that you attend all the compulsory sessions, as they will give you lots of valuable information regarding the University and your course. Your sessions will begin Monday 24th September, and on the first day you must bring:

- Your passport
- Your BRP (if you have it) or your letter from UKVI which tells you where to collect your BRP

### Monday 24th September

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
<th>Participation Requirements</th>
</tr>
</thead>
</table>
| 10:00 – 16:00 | Compliance Paperwork Completion  
  - Times will be given to you in your Induction Pack  
  ISC Classroom 05-06PM01 |                                 | Compulsory for all ISC students                                  |
| 10:00 – 14:30 | Police Registration  
  - You will be given a time to go and complete your registration, further details can be found in the Police Registration section.  
  ISC Classroom 04PM01 |                                 | Compulsory to all ISC students that need to register with the police |
| 14:30 – 16:00 | Drop In  
  - Any questions or help with any concerns.  
  ISC Office |                                 |                                                                  |
| 16:00 – 17:00 | Academic Question Time  
  - Questions regarding your course with the Academic Team  
  ISC Classroom 06PM01 |                                 | Students/Parents                                                  |

### Tuesday 25th September

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
<th>Participation Requirements</th>
</tr>
</thead>
</table>
| 09:00 – 10:00 | Places to Visit in the UK  
  - Highlights of places to visit in the UK  
  ISC Classroom 06PM01 |                                 |                                                                  |
| 09:00 – 10:00 | Meet your Tutor  
  - Chance to meet your personal tutor and the students who will be in your group during your time at Surrey ISC  
  ISC Classroom 18-21AC01 |                                 | Compulsory - You will be told if you need to attend this session in your Induction Pack |
| 10:00 – 10:20 | Student Union  
  Lecture Theatre D |                                 |                                                                  |
| 10:30 – 11:30 | English Writing Test  
  Lecture Theatre D & G |                                 | Compulsory for all ISC students                                  |
| 11:30-11:45 | Break |                                 |                                                                  |
| 11:45-12:00 | Culture Shock Talk  
  Lecture Theatre D |                                 | Compulsory for all ISC students                                  |
| 12:15 – 13:00 | Surrey International Study Centre Welcome  
  Welfare Talk inc. U18 Session  
  Lecture Theatre D |                                 | Compulsory for all ISC students                                  |
| 13:00 – 14:00 | LUNCH |                                 |                                                                  |
| 14:00 – 15:00 | English Grammar Test  
  Lecture Theatre D or 01AC01 |                                 | Compulsory for all ISC students                                  |
| 15:15 – 16:00 | Wellbeing  
  - Meeting the Welfare Team including talks from the Doctors/Additional Learning Support & Wellbeing Centre  
  01AC01 |                                 | Compulsory for all ISC students                                  |
<p>| 16:00–17:00 | Rounders |                                 |                                                                  |</p>
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00 – 14:30</td>
<td>Police Registration</td>
<td>ISC Classroom 04PM01</td>
<td>Compulsory to all ISC students that need to register with the police</td>
</tr>
<tr>
<td>09:00 – 10:00</td>
<td>Places to Visit in the UK</td>
<td>ISC Classroom 06PM01</td>
<td>You will be told if you need to attend this session in your Induction Pack</td>
</tr>
<tr>
<td>09:00 – 10:00</td>
<td>Meet your Tutor</td>
<td>ISC Classroom 18-21AC01</td>
<td>Pre-Induction to all ISC students that need to register with the police</td>
</tr>
<tr>
<td>09:00 – 10:00</td>
<td>Bank Talk</td>
<td>Lecture Theatre D</td>
<td>Engineering, Science and PMP Students Only</td>
</tr>
<tr>
<td>10:00 – 11:00</td>
<td>IFY Engineering &amp; Life Sciences Pathway Talk</td>
<td>Lecture Theatre F</td>
<td>Engineers and Life Science Students Only</td>
</tr>
<tr>
<td>10:00 – 12:00</td>
<td>IFY Business Workshop</td>
<td>ISC Classroom 18-21AC01</td>
<td>Business Students Only</td>
</tr>
<tr>
<td>10:00 – 11:00</td>
<td>Introduction to Pre-Masters Presentation</td>
<td>06PM01</td>
<td>Pre-Masters Only</td>
</tr>
<tr>
<td>11:00 – 12:00</td>
<td>Drop In/Late Arrival Registration</td>
<td>ISC Office</td>
<td>Compulsory to all ISC students who didn’t attend previous sessions</td>
</tr>
<tr>
<td>12:00 – 13:00</td>
<td>IT/StudySmart Training</td>
<td>AP Lab 3 or 4</td>
<td>Compulsory to all ISC students who didn’t attend previous sessions</td>
</tr>
<tr>
<td>12:00 – 13:00</td>
<td>Academic English Skills Presentation</td>
<td>ISC Classroom 06PM01</td>
<td>Business Students Only</td>
</tr>
<tr>
<td>13:00 – 14:00</td>
<td>LUNCH</td>
<td></td>
<td></td>
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<tr>
<td>13:00 – 14:00</td>
<td>PMP Lunch</td>
<td>ISC Classroom 04-05PM01</td>
<td>Lunch for Pre Master Students Only</td>
</tr>
<tr>
<td>14:00 – 15:00</td>
<td>IT/StudySmart Training</td>
<td>AP Lab 3 or 4</td>
<td>Compulsory to all Pre- and any Students who didn’t attend previous sessions</td>
</tr>
<tr>
<td>14:00 – 16:00</td>
<td>IFY &amp; Maths Diagnostic Revision Session</td>
<td>Lecture Theatre L</td>
<td>Compulsory to all Pre-Masters and any Students who didn’t attend previous sessions</td>
</tr>
<tr>
<td>15:00 – 16:00</td>
<td>IT/StudySmart Training</td>
<td>AP Lab 3 or 4</td>
<td>Compulsory to all Pre-Masters and any Students who didn’t attend previous sessions</td>
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<tr>
<td>16:00 – 17:00</td>
<td>Karaoke</td>
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### Thursday 27th September

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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</thead>
</table>
| 09:00 – 17:00 | Adventure Day  
  - Trip to be organised – Details to follow |  

### Friday 28th September

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
</table>
| 09:00 – 10:00 | Bank Talk  
  - Talk for students who wish to open an account in the UK  
    **Lecture Theatre D** |  
| 09:00 – 10:00 | Academic English Skills Presentation  
    **ISC Classroom 06PM01** |  
| 10:00 – 11:00 | IFY & PMP Maths Test  
    **Lecture Theatre M** |  
| 10:00 – 12:00 | IFY Business Pathway Talk  
    **ISC Classroom 18-21AC01** |  
| 10:00 – 11:00 | Introduction to Pre-Masters Presentation  
    **ISC Classroom 06PM01** |  
| 12:00 – 13:00 | Drop In/Late Arrival Registration  
  - Any questions or help with any concerns.  
    **ISC Office** |  
| 12:00 – 16:00 | Fresher’s Fair  
  - Pick up freebies and sign up to the societies that will be available to you during your time at Surrey ISC  
    **Pat’s Field** |  
| 16:00 | Off Site Event – Bowling |  

Your induction week is time for, not only, becoming familiar with your new home but also to meet new people and make new friends.

If you have any queries about your course, studying at the ISC or living in the UK prior to your arrival please feel free to contact the [Surrey ISC Central Student Support Team](mailto:surrey.ac.uk/isc).
Events

Rounders
If you like baseball, then you will like rounders. Get a group of your new friends together (maximum of nine) and come and join us on the field for a game of one of the UK's favourite pastimes.

Bowling
Friday night is bowling night. Sign up for bowling on a Friday night at the Spectrum centre and see if you can beat not only the new people you will have met during induction but also the staff!

Karaoke
Bring your Beyonce or Jason Derulo!

Adventure Day
How much fun can you stand?
Police Registration

Registering with the Police, what does this mean?
You may be required to register with the police upon arrival to the UK if you hold a passport from the list of nationalities below. This will also be listed on your visa in your passport and will state that you must register with the police within 7 days of arriving in the UK (if you applied for a visa outside the UK) or if you have been issued a new Biometric Enrolment Permit if you applied for a new visa inside the UK.

Who needs to register?
You will need to register with the police if:

• you are 16 or older
• your visa or permission to stay in the UK is longer than 6 months
• you are a national of one of the below:

<table>
<thead>
<tr>
<th>Afghanistan</th>
<th>China*</th>
<th>Kazakhstan</th>
<th>Oman</th>
<th>Tajikistan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algeria</td>
<td>Colombia</td>
<td>Kuwait</td>
<td>Palestine</td>
<td>Tunisia</td>
</tr>
<tr>
<td>Argentina</td>
<td>Cuba</td>
<td>Kyrgyzstan</td>
<td>Peru</td>
<td>Turkey</td>
</tr>
<tr>
<td>Armenia</td>
<td>Egypt</td>
<td>Lebanon</td>
<td>Qatar</td>
<td>Turkmenistan</td>
</tr>
<tr>
<td>Azerbaijan</td>
<td>Georgia</td>
<td>Libya</td>
<td>Russia</td>
<td>United Arab Emirates</td>
</tr>
<tr>
<td>Bahrain</td>
<td>Iran</td>
<td>Moldova</td>
<td>Saudi Arabia</td>
<td>Ukraine</td>
</tr>
<tr>
<td>Belarus</td>
<td>Iraq</td>
<td>Morocco</td>
<td>Sudan</td>
<td>Uzbekistan</td>
</tr>
<tr>
<td>Bolivia</td>
<td>Israel</td>
<td>North Korea</td>
<td>Syria</td>
<td>Yemen</td>
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<tr>
<td>Brazil</td>
<td>Jordan</td>
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</tbody>
</table>

*If you’re a student who holds a passport issued by the Special Administrative Region of either Hong Kong or Macao is classed as a Chinese national and needs to register.

How to register
You will need to take the below documents and information to the police station for your area.

• £34 for the registration fees
• 2 recent passport size colour photographs
• your passport
• your visa “vignette” (sticker in your passport), if you applied outside the UK
• the letter you got from the Home Office when your application was approved, if you applied inside the UK
• your biometric residence permit, if you have one

You will receive a police registration certificate once you have successfully registered with the police. Please keep it while your visa is valid. If you lose your certificate please contact your local police station and they will tell you what to do.

If you failed to register, your visa might be at risk as it is a condition of your visa in the UK. Failure to register in time could impact on any visa applications in the UK in future.

Updating your details
You need to inform the police if any of the information you gave to the Police has changed. (for example a new visa granted, a passport number and/or a new contact address etc.)

If you are studying outside London – please contact the local police station about registration
If you are studying within London – please check the process from Overseas Visitors Records Office (OVRO) about registration