September 2019

Dear Visiting Student,

We are very much looking forward to seeing you at St Peter’s next term. We are expecting you to arrive from 10.00 am onwards on Sunday 6 October (and by 5.00 pm at the latest). Tea and coffee will be available until 4.00pm for you and any family members who have accompanied you. Dinner for all undergraduates and visiting students will be at 7.00pm.

Full information about St Peter’s College will be provided to you in our Student Administrative Handbook which you will receive on arrival. In the meantime this letter aims to give you basic information about the following topics:

- Your Arrival at St Peter’s College
- Freshers’ Week
- University and College Registration and Matriculation Requirements
- Medical Arrangements
- College Facilities (e.g. accommodation, meals, finance, computing services).

On our website at http://www.spc.ox.ac.uk/study-here/information-new-students you will find some further information, including reading lists. It is vital that you check this website carefully, and ensure that you have read all the relevant documents. If you are unable to access the website or any of the documents please contact us and we can send you hard copies.

The completion of the Student-College Contract is compulsory. Please return them to Parrizad Pound via parrizad.pound@spc.ox.ac.uk.

Yours sincerely,

Martin Brown
Deputy Registrar and Admissions Administrator
List of enclosures:

- Introduction letter from the Deputy Registrar (see below)
- Student-College Contract [to be returned by 16 September]
- Tenancy Agreement – generic version for information only (attached)
- Endsleigh Insurance information (found online)
- Letter from the College Doctors (attached)
- Letter about Immunisations (found online)
- Student bank details form (attached)
- Reading list – only included in a few subjects; in most subjects you should check the list at https://www.spc.ox.ac.uk/study-here/information-new-students/undergraduate-reading-lists
KEY INFORMATION FOR UNDERGRADUATE FRESHERS 2019

ARRIVAL

If you need to arrive in Oxford earlier than Sunday 6 October because of flight schedules or other circumstances, please e-mail the Accommodation Manager, Ms Marcela Mitrova (accommodation@spc.ox.ac.uk) giving your reasons and outlining your plans. We will provide accommodation if possible (charged at the pro rata daily rate).

On arrival you should report to the Porters Lodge in New Inn Hall Street. You will have been allocated a room in one of the College’s accommodation annexes (see below under Rooms). Once you have collected your room key you will be greeted by members of the Junior Common Room (JCR) Freshers’ Committee who will help you to your room. The JCR Committee and JCR Freshers’ Committee will formally introduce themselves to all new undergraduates at 4pm in the Marquee on Linton Quad on Sunday 6 October.

Travelling from the airport

See https://www.ox.ac.uk/visitors/visiting-oxford/how-get-oxford?wssl=1 for airport transfer information. From Heathrow and Gatwick airports it is normally simplest to travel to Oxford by coach, which will take you to Gloucester Green bus station, only a few minutes’ walk from St Peter’s.

Parking and luggage

If you are planning to come to Oxford by car, you should be aware that the traffic in and around the city is heavy and parking is notoriously difficult. See https://www.spc.ox.ac.uk/contact-visit-us for further information.

For the purpose of unloading, vehicles should park on New Inn Hall Street, where parking restrictions will have been temporarily suspended (there is no parking in the College grounds). The College Porters will provide you with a parking permit valid for up to 30 minutes. The Porters’ Lodge telephone number is +44 (0)1865 278900.

After unloading, your family members are welcome to stay for tea/coffee in the College Bar. They may therefore want to re-park in one of the nearby public car parks (e.g. Worcester Street).

Because storage space is at a premium, luggage cannot usually be accepted in advance. In special cases, however, arrangements can be made, and applications should first be made to the Accommodation Manager, Ms Marcela Mitrova (accommodation@spc.ox.ac.uk). If it is agreed to accept luggage in advance, it should be addressed clearly (Your name, St Peter’s College, New Inn Hall Street, Oxford OX1 2DL). The College cannot accept liability for loss or damage to luggage sent in advance and suggests, therefore, that it should be adequately insured.

OVERSEAS STUDENTS ONLY: Visas and Biometric Residence Permit (BRP) cards – to be collected on arrival in UK

The date you can arrive in the UK will be the ‘valid from’ date on your visa. This will usually be seven days before the ‘intended date of travel’ you put on your visa application but it cannot be earlier than one month before your course starts. You should not attempt to enter the UK before your travel visa is valid.

Students applying overseas for a Tier 4 visa (for more than six months) are issued with a 30 day temporary visa to travel to the UK and then need to collect Biometric Residence Permit (BRP) card, with the full visa duration for their course on arrival in Oxford, either at the Post Office or the University Examination Schools.
The start date for the 30 day visa will be 7 days before the ‘intended travel date’ you put on your visa application form. You are unable to arrive (or to ask for a visa start date) more than 30 days before the start date given on the CAS.

On arrival in the UK you will have the choice to collect your BRP (Biometric Residence Permit), with the full visa duration for your course, from either the Examinations Schools (High Street, Oxford), the main Post Office (St Aldgates, Oxford), or a Post Office nearer to your residential address. The easiest way to collect your BRP is to have it delivered to the Examination Schools. BRPs can be collected from the Examination Schools from **01 October 2019 until 8 October 2019**. In order to collect your BRP from the Examination Schools, please use the code 2HE627 on your visa applications, and then register via the following Eventbrite link: [https://www.eventbrite.co.uk/e/brp-student-visa-collection-for-new-oxford-students-october-2019-tickets-64137521052](https://www.eventbrite.co.uk/e/brp-student-visa-collection-for-new-oxford-students-october-2019-tickets-64137521052).

If you are arriving much earlier or later than the dates above, you should choose the Post Office collection option as otherwise it may result in a delay to you obtaining your BRP. Your BRP is required as evidence to open a bank account and for other purposes.

More detailed information about Tier 4 (General) Student Visa can be found at the following link: [https://www.ox.ac.uk/students/visa/before/tier4?wssl=1](https://www.ox.ac.uk/students/visa/before/tier4?wssl=1)

**Police registration**

If you are required by your visa conditions to register with the police, it is an offence not to do so. Full information about who has to register with the police and how to do so can be found at the following website: [https://www.ox.ac.uk/students/visa/during/police?wssl=1](https://www.ox.ac.uk/students/visa/during/police?wssl=1)

**FRESHERS’ WEEK**

Freshers’ Week for all undergraduates and Visiting Students begins on Monday 7 October 2019. The full programme for Freshers’ Week at the college has not yet been finalised but you can expect a busy schedule of induction activities, both academic and social. A final programme will be handed to you on arrival at St Peter’s.

In Freshers’ Week subject induction meetings will be arranged between yourself and your tutor(s) in College. You will also have induction meetings at your department and introductory sessions at libraries (both College and University). The schedule of these events will vary according to which subject you are studying. In addition, there will be various administrative meetings which are compulsory for all students.

The Freshers’ schedule on Monday 7 October will start with breakfast at 8.30am and finish with evening dinner with your tutors and other students in your subject group. The dress code for Freshers’ Dinner is smart/suits (as will also be the case if you choose to attend other ‘Formal Halls’ during the year).

On Monday 7 October, please have with you **your passport and** (if you have collected it by then) **BRP card** (we will need to retain these for a few hours in order to take scanned copies in accordance with UK Visas and Immigration requirements).
UNIVERSITY AND COLLEGE REGISTRATION AND MATRICULATION REQUIREMENTS

CONTRACT AND REGISTRATION DOCUMENTS

You will find a Student-College Contract on our website. The completion of these forms is compulsory. Please return them to Parrizad Pound (parrizad.pound@spc.ox.ac.uk) by Monday 16th September.

The next mandatory step is online registration: the process is explained in the guide from the University's Student Self Service (accessible via the links below). You will receive notification of your Single-Sign-On Credentials by e-mail once your University Card Form has been returned by you to the College and processed by the University, so please keep an eye out for this. Non-registration has serious implications for the beginning of your course: you will not, for example, receive a University Card, be able to open an e-mail account, or download an enrolment certificate (which you will need to open a bank account).

Links: http://www.ox.ac.uk/students/new/ and http://www.ox.ac.uk/students/registration_self_service/

MATRICULATION

The matriculation ceremony for new degree students will be held on Saturday 20 October 2019 at the Sheldonian Theatre. This ceremony marks the formal admission of new students to the University and attendance is compulsory, since no person is permitted to reside as a member of the University unless they have been matriculated.

Dress code for Matriculation Ceremony and University Examinations

The dress code for the ceremony is Sub Fusc, which is as follows:

You should wear a commoner’s gown, a mortar board or soft-cap, and your preferred items from the following list:

1. One of:
   - Dark suit with dark socks
   - Dark skirt with black tights or stockings
   - Dark trousers with dark socks
2. Dark coat if required
3. Black Shoes
4. Plain white collared shirt or blouse
5. White bow tie, black bow tie, black full length tie, or black ribbon.

Gowns and mortar boards can be purchased or hired from various academic outfitters in Oxford including Shepherd and Woodward (www.shepherdandwoodward.co.uk), Walters of Oxford (www.walters-oxford.co.uk) and the Varsity Shop (www.varsityshop.co.uk).
MEDICAL ARRANGEMENTS

All students are required to register with a doctor in Oxford. The College has a close association with the medical practice of Dr Leaver and Partners at the Jericho Health Centre, New Radcliffe House, Walton Street (opposite the Phoenix Picturehouse cinema), 10-15 minutes’ walk from the College; tel. 01865 311234. There is an on-line registration process (http://www.campusdoctor.co.uk/oxford). A letter from the College Doctors has been enclosed. It is compulsory to register with a college doctor. Please complete your registration via the link above by 16 September 2019.

Overseas (non-EU) students are advised to consult http://www.ox.ac.uk/students/shw/health/doctors/ for further information about access to UK health services. For anyone coming to the UK for more than 6 months an Immigration Health Surcharge (IHS) is paid as part of a Tier 4 visa application. The IHS must be paid even if you have your own private medical insurance and do not intend to use the NHS. The HIS is £300 for each year being applied for.

The College Nurse, Ms Kate Tempest, (email: nurse@spc.ox.ac.uk; tel. 01865 278887) holds regular drop-in clinics in term time (normally daily), in Staircase IV, Surgery, Room 3. She can provide confidential advice and treatment for minor illnesses, ailments or injuries and offers confidential information, help and support with anything affecting health or welfare. You will receive more information about the College’s welfare provision in Freshers’ Week.
COLLEGE FACILITIES

ACCOMMODATION AND MEALS

Visiting Students are allocated rooms in the College’s annexes – St George’s Gate and St Thomas Street. Rooms are allocated prior to your arrival and it is not possible to select individual rooms. Rooms are all single and en-suite.

All rooms have a single bed, wardrobe, desk, chair and lamp. Students are asked not to bring their own furniture into college. A duvet and bed linen will be provided, but you will need to bring your own towels, or buy them on arrival (there are various shops near the College where you can obtain such items inexpensively, On arrival you will be required to sign a Tenancy Agreement which states your tenancy conditions. A generic copy of the Tenancy Agreement is enclosed here for your information; you do not need to sign or return this. Occupants must agree to pay rent for the period of occupancy. Rent will be charged termly in advance.

Each student is allocated a pigeon hole (normally shared with another student) in the Porters Lodge. Pigeon holes are used for incoming mail, messages etc. Personal mail should be sent to the College postal address (St Peter’s College, New Inn Hall Street, Oxford OX1 2DL).

Please address all queries about College accommodation to the Accommodation Manager, Ms Marcela Mitrova, accommodation@spc.ox.ac.uk.

If you decide to have a television in your room, it will be necessary to provide your own television licence. You also need a licence to download or watch BBC programmes on demand - including catch up TV - on BBC iPlayer. This applies to all devices, including a smart TV, desktop computer or laptop, mobile phone, tablet, digital box or games console. Even if you access BBC iPlayer through another provider, such as Sky, Virgin, Freeview or BT, you must have a licence. For further information see http://www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1

MEALS

Student meals begin at dinner on Sunday of ‘0th week’ (e.g. 6 October 2019 in Michaelmas term) and end after breakfast on Saturday of 8th week each term.

New Students will be provided with all meals (breakfast, lunch and dinner) for the first four days of Freshers’ Week (from dinner on Sunday 6 October until lunch on Thursday 10 October inclusive) for a single payment of £80, which will be charged to their Michaelmas term ‘battels’ (College invoice).

After this you will be able to pay for meals via the Dining Hall’s pay as you go system. Each student has their own account which is accessed via the UPAY website at www.upay.co.uk, and which you top up as necessary.

If you will be arriving in Oxford prior to Sunday 6 October and you would like to eat in the Dining Hall then you will be able to purchase a meal card from the lodge for £10 + £1 refundable deposit on return of the card.
Before Sunday 6 October 2019, the Dining Hall is open as follows:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
<th>Days of the Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>8.00am-9.00am</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>Lunch</td>
<td>12 noon-1.30pm</td>
<td>Monday to Friday</td>
</tr>
</tbody>
</table>

The Dining Hall will be **closed for dinner and on weekends before 6 October 2019**.

**BANK ACCOUNTS**

You will find advice about managing your finances as a student on the University website at: [http://www.ox.ac.uk/students/fees-funding/assistance/managing-finances](http://www.ox.ac.uk/students/fees-funding/assistance/managing-finances). You will need to have a bank account, either at a local branch or online. Newcomers to the UK should see in particular the *Oxford Bank guide for European and international students* [https://www.ox.ac.uk/students/new/international?wssl=1](https://www.ox.ac.uk/students/new/international?wssl=1) (2018 version available on website, 2019 version expected later in the summer).

**International Students**

You will find that banks require documentary evidence proving your identity, your correspondence address before and after admission to the College, and your status as a student. Banks do not accept your University Card as proof of identity. To open an account at one of the main banks in Oxford (Barclays, NatWest, Lloyds, Santander, HSBC) students who are not normally resident in the UK will need to present their passport, together with a University ‘enrolment certificate’ stamped by the College. This must contain your complete student address and postcode. HSBC additionally require the original offer letter from the Tutor for Admissions. (See the above-mentioned *Oxford Bank guide* for further details.)

**Bringing money into the UK**

The regulations on bringing money into the UK are explained on the UK Revenue and Customs website at: [www.hmrc.gov.uk/customs/arriving/declaring-cash.htm](http://www.hmrc.gov.uk/customs/arriving/declaring-cash.htm).

**Bank account details form**

Included in this pack is a Bank accounts details form (found on this webpage). There will be times during your study when the College may need to make a payment to you (eg payment of prizes, returning deposits etc) and holding your bank details enables this process to happen smoothly. If you can return this now, it will save you filling it in in the future. However if you don’t know your bank details yet, please don’t fill in this form.

**INSURANCE OF PERSONAL BELONGINGS**

Students living in College managed accommodation are automatically covered by a Room Contents group insurance scheme provided by Endsleigh Insurance. The annual premium is paid by the College. To check the policy details please go to [http://www.endsleigh.co.uk/reviewcover](http://www.endsleigh.co.uk/reviewcover). A leaflet concerning Endsleigh Insurance has been enclosed, which includes the policy number.

Restrictions, limits and conditions apply. **Please note in particular that the policy does not cover any items away from the College premises**, e.g. laptop computers taken to University departments and libraries. However it is possible to extend the cover to include these and other items on payment of the appropriate additional premium.
COMPUTING SERVICES

Computers and printers are available for students' use in the Library. There is a charge for all printing (billed via battels in arrears). All College rooms have internet access through the University network. The College's IT Office assists with connections and can advise on queries relating to computing facilities in the College. More details about IT Facilities and Computing Services will be provided during Freshers' Week as well as in the Student Administrative Handbook.

Oxford Single Sign-on (SSO)

Your Oxford username is usually of the form spet1234 (spet is the code for St Peter's College). This username is administered by the Oxford University IT Services who will contact you directly by e-mail once your University card form has been received and processed.

Your Oxford username gives you access to many web-based services at Oxford (e.g. WebLearn, Self-Registration, course booking) through Oxford's Web Sign-On Service (Weauth). Single Sign-On means that after your initial login, you can use associated services without having to re-enter your username and password.

E-mail

You will also need your Oxford Single Sign-On in order to access your Oxford email account (Nexus) (see http://www.oucs.ox.ac.uk/nexus/ for more information).

Your e-mail address will be composed in the format: firstname.lastname@spc.ox.ac.uk. You login to your e-mail account at http://nexus.ox.ac.uk using your Oxford username and password.
TICK-LIST: things to do before coming up to Oxford

Forms to return / other direct contact with the College

☐ Return the following documents to return to Parrizad Pound by 16th September

COMPULSORY:
- Student-College Contract (enclosed)
- Online student Record form (online)

OPTIONAL:
- Bank Account Details form (enclosed)

☐ Contact the Accommodation Manager as soon as possible if you plan to arrive in Oxford before Sunday 30 September 2019.

Online

☐ Read through all the material posted on the 'Information for New Students' webpage: http://www.spc.ox.ac.uk/study-here/information-new-students especially the reading list information for your subject

☐ University Registration (from 1 September, for login consult the UserID (Single Sign-on) information which you receive via e-mail once you have returned your University Card Form). Registration guide at: http://www.ox.ac.uk/students/registration_self_service/

☐ Medical Registration
Go to http://www.campusdoctor.co.uk/oxford and follow the instructions.

International Students

☐ If you are coming from outside the European Economic Area, ensure your visa and passport are in order: https://www.ox.ac.uk/students/new/international