Dear Undergraduate Fresher,

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 1 October (and by 5.00 pm at the latest). Tea and coffee will be available until 4.00 pm for you and your parents. Dinner for all undergraduates will be at 7.00 pm.

Full information about St Peter’s College will be provided in our Student Administrative Handbook which you will receive on arrival. In the meantime this letter aims to give you rudimentary information about the following topics: Your Arrival at St Peter’s College; Freshers’ Week; University Requirements (e.g. registration, matriculation); Medical Arrangements; College Facilities (e.g. meals, finance, computer services).

On our website at [http://www.spc.ox.ac.uk/study-here/information-new-students](http://www.spc.ox.ac.uk/study-here/information-new-students) you will find some further information, including reading lists and details of the forms that you are asked to fill in and send to us. 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 copy. This envelope also contains some information and forms which we were unable to put on the website. A checklist of forms for returning to the College and other tasks can be found at the end of this letter.

The completion of the forms is compulsory. Please return them to Martin Brown, Deputy Registrar, St Peter’s College, New Inn Hall Street, Oxford, OX1 2DL by 8 September 2017.

ARRIVAL

If you need to arrive in Oxford earlier than Sunday 1 October because of flight schedules or other circumstances, please e-mail the Accommodation Manager, Ms Hilary Sudbury (hilary.sudbury@spc.ox.ac.uk) giving your reasons and outlining your plans. We will provide accommodation if possible (charged at the pro rata daily rate). Please ensure that your message reaches the College by 8 September without fail.

On arrival you should report to the Porters Lodge in New Inn Hall Street. You will have been allocated a room in College. 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 Junior Common Room.

PARKING AND LUGGAGE

In making your plans for arrival at St Peter’s, you should be aware that the traffic in and around Oxford is heavy and parking in Oxford is notoriously difficult.

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). See [http://www.spc.ox.ac.uk/about/getting-st-peters](http://www.spc.ox.ac.uk/about/getting-st-peters) and [https://www.oxford.gov.uk/directory/8/car_parks_in_oxford/category/53/categoryInfo/10](https://www.oxford.gov.uk/directory/8/car_parks_in_oxford/category/53/categoryInfo/10) for further information.
Because storage space is at a premium, luggage cannot usually be accepted in advance. In special cases, however, e.g. for overseas students, arrangements can be made, and applications should first be made to the Accommodation Manager, Ms Hilary Sudbury (hilary.sudbury@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 & EUROPEAN STUDENTS: ORIENTATION PROGRAMME**

You may wish to attend the Orientation Programme of the University of Oxford for new European and International Students (held at the University Examination Schools, located on the High Street). This Orientation programme will involve a series of talks and an information fair on issues that are specific to the needs of non-UK students including:

- Explanation of Oxford academic framework
- Information about settling into life in Oxford and the UK
- Support Services (Careers Services, Language Centre, IT Services, Welfare, Student Union)
- Visa requirements and advice on working during and after your studies
- Information fairs where you are provided with the chance to meet UK banks representatives to set up a bank account, wifi set-up help desk, Visas, Careers, Libraries, Student Union, Sport and more...

The orientation programme for undergraduate students will take place on Monday 2 October and you will need to attend the one relevant to your course of study.

**To register for the Orientation Programme**
1. Please visit [www.ox.ac.uk/students/new/orientation](http://www.ox.ac.uk/students/new/orientation)
2. Use the orientation registration code: OP2017
3. The deadline for registration is Monday 11 September. Spaces are limited.

**Spouses and Partners event**

A separate event will be held for the partners, spouses and children of new students on Monday 2 October from 10am-1pm at the Exam Schools. The event will cover topics such as childcare, working and employment, visa and immigration matters and will provide a chance to meet other new spouses and partners. Partners/Spouses of students should email student.information@admin.ox.ac.uk to sign up for this event.

**OVERSEAS STUDENTS: VISAS and Biometric Residence Permit (BRP) CARDS – to be collected on arrival in UK**

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 a Biometric Residence Permit (BRP) card, with the full visa duration for their course on arrival in Oxford, either at the Post Office or Examination Schools. The start date for the 30 day visa will be 7 days before the ‘intended travel date’ the student puts on their visa application form. You are unable to arrive (ask for a visa start date) more than 30 days before the start date given on the CAS.

There will be a BRP Card collection desk at the Examination Schools (located on the High Street) from 10am-4pm on the following dates: Tuesday 26 September to Friday 29 September (inclusive), Monday 2 October and Tuesday 3 October. You need to book a collection slot (see [https://www.ox.ac.uk/students/visa/before/tier4](https://www.ox.ac.uk/students/visa/before/tier4) for further information).

If you are arriving much earlier or later than the dates above, you should choose the Post Office collection option instead 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.
Police registration

Nationals of the following countries or territories who have a student visa for 6 months or more will be required to register with the police.

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

Or if you are classed as a stateless person or you hold a non-national travel document.

If you are required to register with the police, this will be stated on your visa sticker, on your Biometric Residence Permit if you have one, or possibly in a letter sent to you when your visa was granted. You will need to check carefully. Your dependants aged 16 or over will also be required to register with the police if you have to register and they meet the visa length and nationality conditions above.

If you are required to register with the police you must e-mail the following details to OVRO@thamesvalley.pnn.police.uk within 7 days of arrival in the UK:

- Full Name
- Date of birth
- Place of study (University of Oxford)
- UK address
- Telephone number
- Email address
- Details of any reason why you may need a Police Registration Certificate urgently, if applicable

You should then wait for Thames Valley Police to contact you and ask you to complete an online registration form. In October 2016 Thames Valley Police informed the University that this may take several months due to delays in the implementation of their new system. You will then need to attend an appointment at the Police Station where you should be given your full Police Registration Certificate. **You do not need to go to the Police Station until you have been given an appointment.**
FRESHERS' WEEK: COLLEGE PROGRAMME

Freshers’ Week for all undergraduates begins on Monday 2 October 2017.

For a rough indication of events being organised by the JCR, please see the ‘St Peter’s College Freshers’ Guide 2017’ enclosed with this letter.

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.

A full timetable will be given to you on arrival – but the arrangements on your first morning Monday 2 October, will be roughly as follows*:

8.30am - 9.30am: Freshers' Breakfast in the Dining Hall. At this event you will be welcomed by the Master and the College Welfare team

9.45am - 10.20am: General Introductory Session in the Chapel. At this event you will be introduced to the College Officers including the Senior Tutor, Tutor for Undergraduates, Bursar, Accommodation Manager, Dean and Junior Deans

10.40am - 11.10am: Fire Safety Talk in the Chapel.

11.15am - 12.15pm: College Registration (Chapel)
You will start at the Academic and Admissions Office desk, and then proceed to the Finance Office desk and then IT. You will be provided with a welcome pack from the Academic Office which will include your University Card along with a ticket for the OUSU (Oxford University Student Union) Freshers’ Fair.

2.30pm-3.30pm: General Introductory Session for International Students
This session is for all international students and Visiting Students who missed the morning sessions e.g. in order to attend the University Orientation Programme. At this event you will be introduced to College Officers including the Senior Tutor, Tutor for Undergraduates, Bursar, Dean and IT Manager.

Please bring along with you the following documentation:

- **UK/EU Students:** Financial Support Notification (if not already sent)
- **Students from overseas (non-EEA/Swiss):** your passport and 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)
- Swimming Certificate (if you expect to participate in rowing, swimming or other water based sports)

6.45pm for 7.30pm: Undergraduate Freshers’ Dinner. All new students are expected to attend this dinner. Seating is in subject groups so it provides a good opportunity to get to know students on your course and meet your tutors. The standard dress is smart/suits.
FORMS TO RETURN TO ST PETER’S

- COLLEGE REQUIREMENTS
You will find a Student-College Contract and a Student Record Form at http://www.spc.ox.ac.uk/study-here/information-new-students. The completion of these forms is compulsory. Please return them to the Deputy Registrar by 8 September.

- UNIVERSITY REQUIREMENTS

UNIVERSITY CARD FORM AND UNIVERSITY REGISTRATION
The University requires you to register before you take up your place. In order to register, it is essential that you first complete the enclosed University Card Form, and return it to the Deputy Registrar without delay (by 8 September at the latest).

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, 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 be permitted to matriculate as a member of the University. Registration is a pre-requisite for the release of your loan from the UK Student Loans Company/sponsor/awarding body.

University Cards are issued automatically and sent to the College by the University Card Office once the University Card Form has been received and the online registration process has been completed; your Card will be distributed to you at the College Registration Session on Monday 2 October.

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

MATRICULATION

Matriculation will be held on Saturday 14 October in the Sheldonian Theatre. This ceremony marks the formal admission of new students to the University and (with exceptions for graduates of Cambridge and Trinity College, Dublin) attendance is compulsory, since no person is permitted to reside as a member of the University unless they have been matriculated.

DRESS CODE

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).

Please also note that hand baggage and mobile phones are not permitted in the Sheldonian Theatre.
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). Further details about the Jericho Health Centre and the registration process are enclosed.

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. Overseas students who are on a course lasting over six months are entitled to free hospital treatment under the National Health Service (NHS), but they will not be able to access the services of the Jericho Health Centre unless they formally register (ie. as indicated above). Those who are not registered will be charged private consultation fees (about £60 at the Centre or £140 for a doctor’s visit to the college).

The doctors will visit the College during Freshers’ week, at 2.00pm on Tuesday 3 October, to talk to new students.

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. Further information about College medical arrangements will be posted on the website.

ACCOMMODATION AND MEALS

ROOMS
All rooms have a single bed, wardrobe, desk, chair and lamp. Students are asked not to bring their own furniture into College.

You will need to provide your own bedding and bed linen as follows: duvet, pillows, sheets, pillow cases, duvet covers & towels. (Primark and Argos are cheap and nearby if you prefer to buy these in Oxford.)

You can bring along your own kettle and mugs. Unfortunately, due to fire regulations it is not possible to bring your own toaster, sandwich maker or any other electrical cooking equipment.

TV LICENCE
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 '0' week (e.g. 1 October in Michaelmas term) and end after breakfast on Saturday of 8th week each term. They are normally served in the Dining Hall, at the times indicated below:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
<th>Days of the Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>08.00 – 09.00am</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>Lunch</td>
<td>12 noon -1.30pm</td>
<td>Monday to Friday</td>
</tr>
<tr>
<td>Weekend Brunch</td>
<td>11.00am – 12.30pm</td>
<td>Saturday/Sunday</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informal Hall</td>
<td>5.30pm-7.30pm</td>
<td>Monday/Wednesday/Friday</td>
</tr>
<tr>
<td>Informal Hall</td>
<td>5.30pm-6.30pm</td>
<td>Tuesday/Thursday</td>
</tr>
<tr>
<td>Informal Hall</td>
<td>6.00pm-7.30pm</td>
<td>Saturday/Sunday</td>
</tr>
<tr>
<td>Formal Hall</td>
<td>7.30pm</td>
<td>Tuesday/Thursday</td>
</tr>
</tbody>
</table>

Meal times during vacations will vary from those listed above. Vacation meal times will be well publicised in advance.

New Students will be provided with all meals (breakfast, lunch and dinner) for the first four days of Freshers' Week (from dinner on Sunday 1 October until lunch on Thursday 5 October inclusive) for a single payment of £70, 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 UPAYCHILLI website at www.upaychilli.com and which you top up as necessary. Please note that meal times may change at certain points during the year (e.g. when the college is holding an event, or there is a public holiday).

If you will be arriving in Oxford prior to Sunday 1 October and you would like to eat in the Dining Hall. You will be able to purchase a meal card from the lodge for £10 + £1 refundable deposit on return of the card.

Before 1 October, 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 1 October.
FINANCES

The Finance Office is based in Staircase II. It is open from 10am-12 noon and 2pm-4pm, Monday to Friday. They are able to help with a number of financial issues including: Accommodation Charges; Battels (invoice) enquiries; Fee information; JCR/MCR Photocopier Cards.

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-finance. 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 (2016 version available on website, 2017 version expected shortly).

UK Students
Banks strongly recommend that UK Students enquire at their regular bank whether it is possible to arrange a transfer of their account to an Oxford branch.

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, Nat West, 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 Graduates. (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.

INSURING YOUR BELONGINGS - 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 (£7.47 per person in 2017/18) is charged via Battels in Michaelmas term. The cover includes the following (subject to an excess payment):

- Personal possessions in your room up to £5,000 against theft, fire, flood and burst pipes
- Desktops, Laptops and Portable Computer Equipment in your room up to £2,000
- Musical Instruments up to £600 in your room
- Visual & audio equipment such as televisions and CD or DVD players up to £1000 in your room
- Mobile Phone (forced entry only) up to £750
- Bike theft from College or University premises where the bike has been stored securely up to £250 (in effect from 23 September 2017)

Restrictions, limits and conditions apply. Please note in particular that the policy does not cover mobile phones, nor does it 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. Full details of the policy are available on the Endsleigh website at http://www.endsleigh.co.uk/reviewcover, through which additional cover can be purchased (type ‘St Peters College’ in the accommodation provider box).

The above group insurance scheme does not cover students living in private accommodation, who are therefore strongly advised to arrange their own cover.
BATTELS (COLLEGE INVOICES)
All Battels are issued in 0th week of every term (in your first term this will be the week beginning 1 October) and are due for payment within 2 weeks. Students must contact the Student Finance Officer (battels@spc.ox.ac.uk) if payment cannot be made by the due date.

Fee invoices will be issued in 0th week for Undergraduate Students. They will be due within two weeks of the issue date. Fees cannot be paid in instalments.

Battels can be paid by bank transfer using the College’s bank details (provided on the invoice). The college has partnered with foreign exchange company PaytoStudy to allow international students to make payments by sending us secure bank transfers in their own local currency; further information can be found on the website shortly or on your invoice. The Finance Office also accepts card (excluding Amex) and cheque payments. Card charges are as follows:

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Debit Card</td>
<td>0.4%</td>
</tr>
<tr>
<td>Credit Card and Foreign Cards</td>
<td>2.5%</td>
</tr>
</tbody>
</table>

Please note, the Finance Office is unable to accept cash payments over £50.

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. The IT Office is located in Staircase III, Room 1. They are open from 10am until 12 noon and 2p until 4pm (Monday -Friday). More details about IT Facilities and Computing Services will be provided during 0th week as well as in the Student Administrative Handbook.

OXFORD SINGLE SIGN-ON (SSO)
Your Oxford username is usually of the form Spet1234, where 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. 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 (Webauth). 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://help.it.ox.ac.uk/nexus/index 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 username and password.

NOTICEBOARDS and EMAILS: IMPORTANT
I would like to emphasise the importance of reading the noticeboards regularly and checking your e-mails daily once you arrive. Please reply to e-mails from College Officers and your tutors within 24 hours.
WELFARE

Welfare at St Peter’s is designed to offer you support if you are experiencing difficulties or have personal problems, in your academic studies, finance or relationships. The JCR has its own welfare representatives, and there is a College Nurse and trained welfare officers (living on site) who are regularly available for consultation. For your information, the key contact details can be found below:

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Welfare Officer</td>
<td>Mr Justin Bewsher</td>
<td><a href="mailto:justin.bewsher@spc.ox.ac.uk">justin.bewsher@spc.ox.ac.uk</a>, telephone 01865 278944</td>
</tr>
<tr>
<td>Junior Welfare Officer</td>
<td>Ms Elise Maes</td>
<td><a href="mailto:elise.welfareofficer@spc.ox.ac.uk">elise.welfareofficer@spc.ox.ac.uk</a>, 01865 278892</td>
</tr>
<tr>
<td>College Nurse</td>
<td>Mrs Kate Tempest</td>
<td><a href="mailto:nurse@spc.ox.ac.uk">nurse@spc.ox.ac.uk</a>, 01865 278887</td>
</tr>
</tbody>
</table>

Dr Claire Williams, Tutor for Welfare, (claire.williams@spc.ox.ac.uk) has overall responsibility for welfare provision within the College, but please contact other members of the team in the first instance.

The University counselling service provides specialist help if required. More information about this service can be found at the following website: http://www.ox.ac.uk/students/shw/counselling.

I hope that you find the contents of this envelope helpful and not too daunting. The information should enable you to settle in to St Peter’s as quickly as possible. I look forward to meeting you at the start of term.

Yours sincerely,

Martin Brown (martin.brown@spc.ox.ac.uk)
Deputy Registrar and Admissions Administrator
TICK-LIST: things to do before coming up to Oxford

**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](http://www.spc.ox.ac.uk/study-here/information-new-students)
- **University Registration** (from 1 September, for login consult the UserID (Single Sign-On) information, which you will receive via e-mail). Registration guide at [http://www.ox.ac.uk/students/registration_self_service/](http://www.ox.ac.uk/students/registration_self_service/)
- **Orientation (European and International Students)**
  Register at [http://ox.ac.uk/students/new/orientation/registration](http://ox.ac.uk/students/new/orientation/registration) (using registration code **OP2017**) for the University Orientation Programme.
- **Medical Registration**, Go to: [http://www.campusdoctor.co.uk/oxford](http://www.campusdoctor.co.uk/oxford) and follow the instructions

**Documents to return to Deputy Registrar, St Peter’s College, New Inn Hall Street, Oxford OX1 2DL by 8 September 2017**
- University Card Form (with photograph attached)
- Student-College Contract
- Student Record Form (with photograph attached)

**Document to bring with you to Oxford at the beginning of term**
- NHS Medical Card (UK Students)
- Swimming Certificate (for students wishing to participate in water-based sports, e.g. Rowing)

**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](https://www.ox.ac.uk/students/new/international)