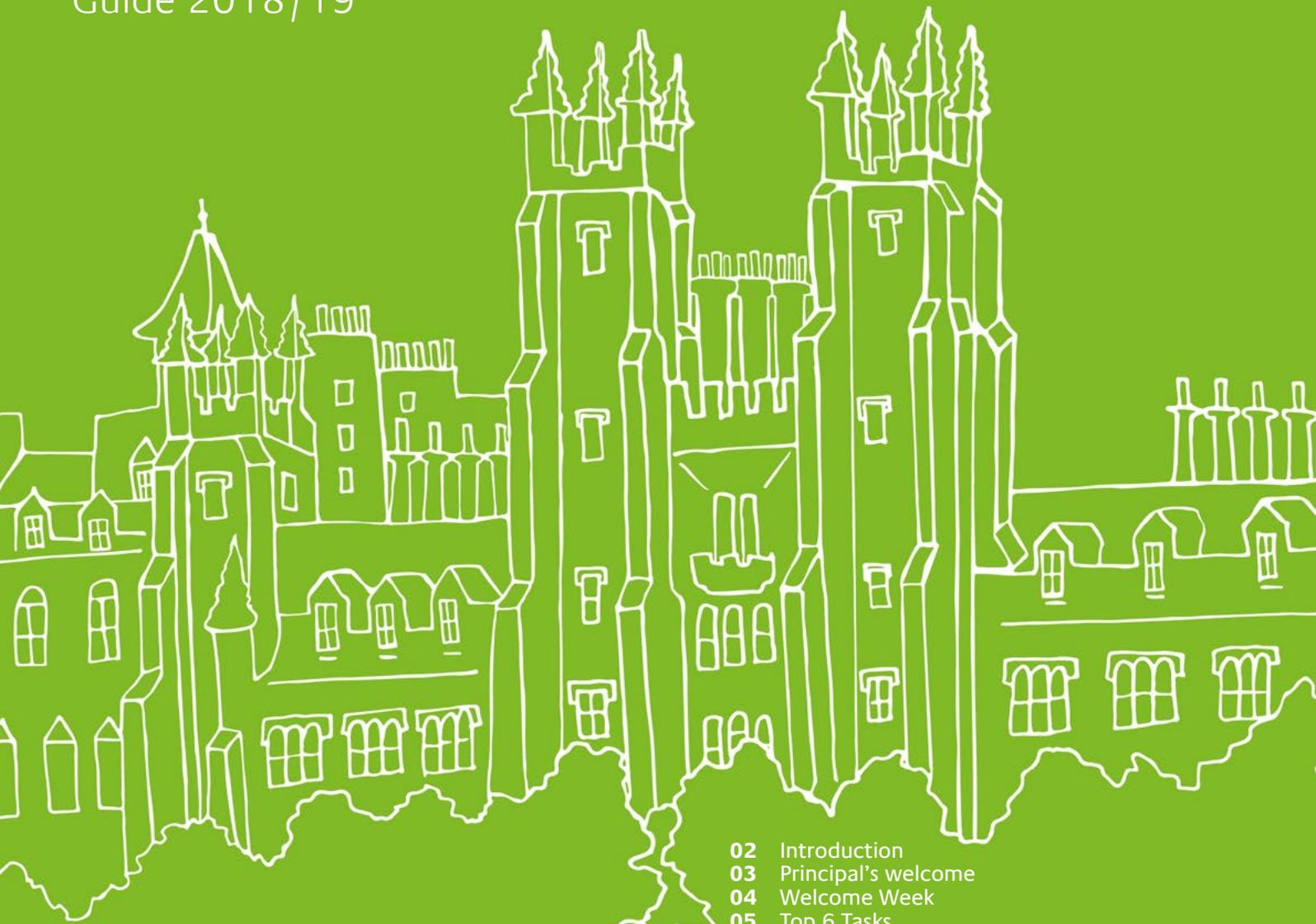




THE UNIVERSITY
of EDINBURGH

The University of Edinburgh Essential
GETTING STARTED
Guide 2018/19



- 02 Introduction
- 03 Principal's welcome
- 04 Welcome Week
- 05 Top 6 Tasks
- 11 International, visiting & exchange students
- 12 University accommodation
- 13 Private accommodation
- 14 Managing your finances
- 16 Arriving at Edinburgh
- 17 Travelling within Edinburgh
- 18 Getting to know your campuses
- 19 Health Services
- 20 5 Ways to Wellbeing
- 26 Learning Technology & Digital Skills Development
- 27 Edinburgh University Students' Association & Sports Union
- 29 Checklist
- 31 Helpful contacts



#edwelcome



Welcome

Welcome to the University of Edinburgh

It is not too long to go before you will be studying at the heart of one of Europe's most loved capital cities, and becoming a valued student in one of the world's leading universities!

Getting ready for university can be an exciting time but also daunting too. This guide provides practical advice and information to ensure you are fully prepared to start as a new student. Take your time to go through each section of this guide and complete the steps that have been outlined within the areas relevant to you. At the end of this guide, there is also a helpful checklist to provide further reassurance that you are ready to go!

Stay connected

Get the latest
announcements, news and events
from the University:



www.ed.ac.uk/news/students



www.fb.com/EdinUniStudents



twitter.com/EdinUniStudents

#inspiringstudents

#edwelcome

Principal's welcome

On behalf of all students and staff at the University of Edinburgh, a huge congratulations on your successful application and a very warm welcome!



We are delighted that you are joining one of the world's greatest universities. We are a large global community made up of just under 39,000 students, 14,300 staff and an ever growing alumni community of over 260,000. Our students and staff come from around 160 countries making Edinburgh a uniquely diverse place to learn; we are justifiably proud of our whole community which aims to be open in both outlook and ethos.

Arriving at University will be a very busy and extremely exciting time, and I encourage you to take every opportunity to meet your fellow students, learn about the services available to you and meet the staff you will be working with before you start your studies.

My **top tips** to remember when starting university:

1.

Cherish the wonderful opportunity that you have earned for yourself, apply yourself to your studies and make sure you take advantage of everything the University offers to help you during your time here.

2.

Take opportunities and embrace new ideas in your studies, extra-curricular activities and personal life. Try something new and explore - you will never again get an opportunity like this one.

3.

Celebrate difference, seek out different cultures, subjects and interests and be open to different points of view.

4.

Look after yourself, you are not alone and don't be afraid to ask for help. During your time at university, you will face challenges. They could be academic, financial, or social, and may test your confidence. There are many people here to help you - your wellbeing is a priority for us.

5.

Enjoy Edinburgh, it is a beautiful city. Learn about its rich history and most importantly have fun!

You will encounter lecturers who are among the leading figures in their field and passionate about their subjects. Take every opportunity that you can to learn from them to find out more about yourself and to build your own success.

As you embark on your studies, do reflect from time to time on all those who helped to get you here; your families, your friends and your supporters. You will of course see less of them, but do remember to include them and to keep in touch. They will still be thinking of you, and will want to know about the experiences you have and the progress you make.

Many challenging and rewarding experiences lie ahead for you, Edinburgh is a wonderful place – enjoy your time with us!

Warmest regards,

Principal and Vice-Chancellor Peter Mathieson

Welcome Week

The first few weeks at university may seem a bit overwhelming, especially when you do not know what to expect. Planning what you want and need to do when you start will enable you to feel more confident and help get settled easier.

“Welcome Week” is the week prior to the first week of the academic semester ([2018/2019 Semester Dates](#)) and is the first opportunity for the University to introduce you to your new environment and the people you will be connected to. This is also the best time for you to complete your “Top 6 Tasks” for getting started (more on page 5), help you feel academically prepared and ready to get fully involved in university life from this week forward.

Welcome Week includes the following types of events/activities:

University induction (optional):

The University of Edinburgh academic structure is based on 3 Colleges containing 20 schools. Within each school, there are many courses and programmes, each potentially with their own induction programmes. To give you a sense of belonging to the large student community at Edinburgh, optional central events and activities are organised and open to all new students. For more detail: www.ed.ac.uk/new-students/welcome-week

Academic (essential to attend):

Every new student will receive communication directly from their school/programme prior to Welcome Week with a specific induction outline of the events and activities on, for your programme (as mentioned above). It is strongly recommended that you attend these specific events/activities as they provide the best introduction to how you will learn and where and also give you the chance to meet your fellow students and academic staff.

Social:

Meeting people and finding activities that suit your interests are very important at the start of university and the Students’ Association organises a full programme of social events to help you meet lots of new people, explore the city and have fun at various events!

Any student arriving from outside the UK may additionally experience culture shock and even jet-lag. There are also lots of events organised specifically to help all international students get more settled into their new environment and meet new people.

If you are planning to live in University accommodation, the ResLife team organise many events to help you get to know the people you live with/near. One of these is a very important Welcome Talk which will give you the opportunity to learn everything you need to know about your building and ask any questions you may have.

For more detailed information on any of the sections of the guide, everything can also be found on the New Students website:
www.ed.ac.uk/new-students



Download the UoE Events app!

The UoE Events app is the best tool to help you find exactly which events you need to go to and to find other activities that interest you during Welcome Week and beyond. This app also enables you to create a personalised Welcome Week calendar and includes helpful checklists and resources so you can have all of the information you need at hand anytime, anywhere.

The UoE Events app is downloadable from the end of July from Google Play and Apple Store. More information and to access a web version is available on the New Students website (www.ed.ac.uk/new-students/eventsapp)

The launch of every event/activity that is included in Welcome Week will be available at the very start of August, giving you lots of time to browse through what is happening specific to your course interests and availability.

Top 6 Tasks

The following top 6 tasks have been put together for all students who are preparing to start at the University of Edinburgh.

The Top 6 Tasks cover the essential tasks to be completed **before you arrive** and **when you start**. The following tasks are ordered in priority but are all essential to complete in full to become a student at the University of Edinburgh.

Task 1: Get connected to the University systems

Step 1 - Before you arrive

Activate your email (essential)

You need to firstly register for EASE (Edinburgh Authentication Service) www.ease.ed.ac.uk/register/ with the University username (UUN) and temporary password that will have been sent to the email address you used to apply.

Once registered, you can activate your free Office365 email account with your new EASE password on www.office365.ed.ac.uk. After activating this account, most future communications from the University will go to this email, therefore it is important to access this regularly.

For any help activating your email account, watch this video: www.ed.ac.uk/is/activate-office365-youtube

You can also find more information: www.ed.ac.uk/is/it-help

Step 2 - Before you arrive

Log on to MyEd (essential)

MyEd is the University web portal and the best way to find many of the University's online resources. This portal includes access to your emails, timetables, course learning material, course information and also links to University services and news.

You can log in to your MyEd account by using your University username (UUN) and EASE password at: www.myed.ed.ac.uk

If you need help with accessing your MyEd, visit: <https://edin.ac/myed-support>

Step 3 - When you start

Get connected! (if required)

If you need in-person technical support to help set up your mobile devices (e.g. laptops, phones) to the wireless network when you start, there is a regularly open IT Support Desk in the Main Library foyer with staff to assist you.

More information about dates/times and locations can be found here: www.ed.ac.uk/is/get-connected



Task 2: Complete the matriculation process

Matriculation is an entirely online process by which you will formally enrol into the University of Edinburgh before you start your studies with us. Without fully matriculating, you will be unable to access any of the University's services and/or facilities.

Step 1 - Before you arrive

Register online (essential)

Registration is open to any student with an unconditional offer 4 weeks prior to your start date. You will receive an email to your University email address with details on how to complete this step. For more information on registration: www.ed.ac.uk/student-systems/guidance-online-registration

Step 2 - Before you arrive

Fulfil any admissions criteria (if required)

You may have been asked for additional criteria in your offer holder letter, such as evidence of English language proficiency, completion of a Disclosure Scotland application, etc. Follow all instructions on your letter in order to complete this step.

Step 3 - Before you arrive & When you start

Complete International Check-In (if required)

Only students coming from outside UK/EU/EEA - you will have to complete this additional step so that the University can be sure that all students have suitable immigration permission to study in the UK.

Before you arrive: you will need to upload an image of the personal details of your current passport and an image of your current visa. More information on exact requirements are here: www.ed.ac.uk/student-administration/international-check-in

Please note: more information on visas and immigration and any other additional tasks on Page 11.

When you start: you will need to attend 'International Check-In' which is an in-person registration event where your passport and visa will be checked against the information that you have already uploaded before arriving. Once these checks are finished, you have completed this step.

Step 4 - Before you start or When you start

Pay tuition fees (if required)

Paying for your course, either with financial assistance or funding, is the final step of matriculation and as there are many ways in which to complete this (Page 07).

Please note: If you are studying abroad and/or an exchange (visiting) student, your tuition fees may have been paid by your home institution.

Further information on the entire matriculation process is also signposted online: www.ed.ac.uk/new-students/top-6-tasks

Step 5 - When you start

Confirm your attendance (essential)

The School/College in which you will be studying will email you to arrange a mandatory meeting in your first week (or soon after) with your Personal Tutor/Programme Organiser or Supervisor.

The process for confirming your attendance does vary between school, types of study and programme and if you have any queries on this, please contact your school/programme directly.



Task 3: Make arrangements to pay your tuition fees

Step 1 - Before you arrive

Organise your funding (if required)

Every programme has a cost associated with it and up-to-date tuition fee levels are available online: www.ed.ac.uk/student-funding/tuition-fees

You should also check your offer letter to see whether there are any additional costs associated with your programme, including any deposit required by your school.

For most financial support towards paying for tuition fees, you will have to apply as early as possible. When you have completed this, your relevant financial support or sponsor funding/award provider will be able to advise you on what happens next.

If you are still looking to find financial support, you may be entitled and/or eligible to secure financial support to help pay towards your tuition fees: (undergraduate UK & EU students only): www.ed.ac.uk/student-funding/undergraduate-uk-eu/loans-grants

If you have any queries regarding your tuition fee level, your sponsor award letter, graduate or alumni discount or any problems with your funding, get in touch at fees@ed.ac.uk or 0131 650 2230.

Step 2 – Before you arrive or When you start

Pay your tuition fees (essential)

Tuition fees are charged when the invoice is sent to your University email account and/or directly to your sponsor but you (or your sponsor) can pay without an invoice.

Sponsors are invoiced for the fees that they have confirmed to the University they will pay for you. You will also be sent an invoice if the sponsor amount is less than the total fees for your programme or course.

The University need to have evidence of any:

- sponsor loan paid in scheduled portions **directly to you**
- bank or private loan paid in scheduled portions directly to the University

Send to: feepayment@ed.ac.uk
For more information see: www.ed.ac.uk/finance/fees/external-funded

The Finance Channel in your MyEd shows your student and sponsor fee invoices, credit notes, payments and instalment plans. You can pay using this channel and complete a direct debit mandate. The mandate allows the University to collect payment for your fees direct from your UK bank account.

Students on “Part-time Intermittent Study” (postgraduates only) are degrees invoiced for each individual course as you study it. More information: www.ed.ac.uk/student-funding/postgraduate/course-level-2018

Students who have annual tuition fees can pay in advance, during Welcome Week, or in three instalments (typically one of 50% and two further instalments of 25%).

You can make advance payment in a single or in multiple amounts in the months **before you start**.

The final dates to pay tuition fees in full (not by instalment) are:

- 15 October 2018, for courses commencing in September 2018
- 15 February 2019, for courses commencing in January 2019

Paying in instalments

For students completing matriculation in August, September or October 2018 (autumn start), the instalment dates are:

- 1st instalment - 50% - 3 October 2018
- 2nd instalment - 25% - 3 December 2018
- 3rd instalment - 25% - 3 February 2019

You must complete the direct debit mandate by 15 October 2018 in order to pay in instalments: www.payments.ed.ac.uk/instalments

In most cases, students with a UK bank account can pay fees in two instalments by direct debit **after the first 50% of the fee is paid online or by bank transfer**. The remaining instalments are 25% each collected direct from your UK bank account. There is no additional cost for paying by this method.

Further detailed information and ‘How to Pay’ videos for all students commencing their studies in 2018/19 is available online: www.ed.ac.uk/finance/students-fees



Task 4: Apply for and collect your University student card

The University requires that you have an up-to-date University student card on you at all times. This card serves as your official student ID, your library card and door access control card, as well as identification to benefit from various 'student discounts'.

Step 1 - Before you arrive

Apply for your University student card (essential)

It is important to upload and submit your photograph online via the Card Photo Submission channel in your Accounts tab in the MyEd channel as soon as possible. You will receive an email to your email address used to apply with details on how to complete this step.

Please note: If you submit your photo after the last week of August – your card may not be ready in time for you to collect it when you start. If you do not submit your photo at all – you can visit the Main Library to have your photo taken in Welcome Week and Week One.

A guide to submitting your photo is available online: www.ed.ac.uk/jis/card/photo-submission

Step 2 - When you start

Collect/receive your University student card (essential)

- If you are staying in University accommodation and submit your photo by the last week of August, you are more likely to receive your student card at your accommodation.
- If you are staying in private accommodation, please visit the library to collect your student card.
- Please note BVM&S students can collect student cards from Easterbush.

A guide to applying for and collecting your student card is available online: www.ed.ac.uk/jis/getting-first-card



Task 5: Set up your personalised timetable

It may be that you have seminars and lectures that follow each other, therefore viewing your personalised timetable will help you to plan your schedule.

Your academic timetable is referred to as your personalised timetable and is accessed through your Office365 account, which you can then add to your phone, computer or other devices. Alternatively, students can also view their timetable on the web via MyEd.

Step 1 - Before you arrive

Access your personalised timetable (essential)

Details and instructions on how to view your course timetable and add it to your Office365 account can be found online: www.ed.ac.uk/is/office365/timetable

Guidance notes in regards to accessing the web timetables can be found here: www.ed.ac.uk/students/accessing-timetable-student-guidance

Once set up, your timetable will show all of your courses and will automatically update if there are any changes to course and tutorial choices throughout the year or clashes with outside courses that you take in semester 1 & 2.

Step 2 - Before you arrive & When you start

Choose “research choices” options (if required)

Before you arrive: Degree programmes are made up of individual courses. “Outside courses” (also referred to as: electives, optional courses, outside subjects...) are courses that are available to choose if your programme offers some level of flexibility.

You can research your course options before you start and consider how these courses will fit into your timetable (this includes locations/ times of classes/clashes with your compulsory classes).

Please note: Step 2 is not applicable for BVM&S students and only some Postgraduate Taught students.

There are two helpful tools to support you make your decisions and generate a timetable that can then be confirmed at your mandatory meeting when you start.

- **Course Timetable Browser**
Shows you a number of possible timetables and acts as an aid for the student and relevant member of staff to plan courses to study and classes. It lets you explore how your courses will fit into your timetable and what each day will look like for you. Access through your MyEd or <https://browser.ted.is.ed.ac.uk>
- **Path** is an additional tool that allows you to consider your whole degree pathway before your programme starts. You can review your compulsory courses and understand your co-requisite and pre-requisite courses to see how your outside course choices fit in. To access go online: <https://path.is.ed.ac.uk> (requires EASE password)

Please note: these tools only assist you in considering your options and do not confirm any course enrolment. Your final course choices will be confirmed after discussion with your Personal Tutor (PT)/supervisor.

When you start (UG Students only):

If still considering your options, the Academic Fair, held during Welcome Week (www.ed.ac.uk/new-students/academic-fair), is a great opportunity for new undergraduate students to explore courses by speaking directly with students and staff who study and teach them.



Task 6: Register with a Doctor

It is important to look after yourself, both physically and mentally, and know where to go if you require medical assistance, especially if you have moved away from home.

If you are a student studying for longer than 6 months, it is essential that you register with a GP (Doctor in the UK/General Practitioner) within the first week or two from when you start. If you do not register, you may have difficulty accessing NHS (National Health Service) care if you do need it.

If you are already registered with a GP in the UK, but not close to where you will live as a student, you will need to transfer your NHS record to a new GP Practice by providing the name and address of your registered GP Practice. You are not required to re-register.

Step 1 - Before you arrive or When you start

Complete the registration forms

If you will be living in University accommodation, it is recommended that you register with the Edinburgh University Health Service:
www.health-service.ed.ac.uk

If you live in university accommodation based outside the catchment area for the University Health Service, we recommend you find the GP Practice closest to your accommodation. You can find details of your local GP practices to register with by visiting the NHS24 website:
www.nhs24.com/findlocal

If you live in private accommodation, we recommend you find the GP Practice closest to your accommodation. You can find details of your local GP practices to register with by visiting the NHS24 website:
www.nhs24.com/findlocal

You will be required to complete and print two forms which you should be able to download from your GP practice website in advance or complete when you go to register directly with the GP practice.

These forms are:

Registration Form (Also known as GPR) – this form completes your registration with a new GP practice; you will be required to fill in your personal details and past GP details.

New Patient Questionnaire (NPQ) - this form helps your GP offer you the best advice and treatment that they can.

Step 2 - When you start

Go to the GP practice to register (essential)

During Welcome Week, the University Health Service will register new patients throughout Monday to Friday from 9.00 am to 4.00 pm. For further information of where to register please check on the University Health Centre webpage. This service can also advise on where to go for other local GP practices and can answer any query on any health concerns.

If you are not living in University accommodation, it is advised that you contact the local GP practice that you have chosen as soon as possible as there may be limited spaces available.

For more information about the NHS GP services - www.nhs.uk/choiceintheNHS/Yourchoices/GPchoice/Documents/rcgp_iyp_full_booklet_web_version.pdf

When registering with any GP (University Health Service or local GP), you will be required to bring the following documents:

- Registration Form (as across)
- University student card (Page O8)
- Proof of identity with photo, e.g. passport
- Proof of address in Edinburgh
- European Health Insurance Card (EHIC) (students from EU only)
- Visa (students that require a visa to study only)

Please note: allow a few hours to complete this task as all students are required to register with a GP and there may be long queues at the University Health Service and also local GP practices.



International, study abroad & exchange (visiting) students

If you are coming from outside the UK, there may be some additional things to consider and organise for the start of your studies.

You should be aware in advance about any additional requirements you need to meet, such as applying for a visa. You will find useful information in the International Arrival Guide: www.ed.ac.uk/new-students/getting-started-guides

Before you arrive

Immigration advice (essential)

If you are a European Economic Area (EEA) or Swiss national, you do not need a visa to live, work or study in the UK. If you are of another nationality, you will need immigration permission to enter the UK. You can access detailed immigration information and advice about your visa application online: www.ed.ac.uk/global/immigration/applying-for-visa

After you arrive at the University, you will also need to attend the in-person International Check In. More information on page 06.

Tuberculosis screening (if required)

If you are from a country or region on the TB screening list, and will study in the UK for more than 6 months, you will need a certificate to show that you are free from infectious pulmonary tuberculosis (TB). You can access the list of countries and more information about the TB test online: www.ed.ac.uk/global/tuberculosis-screening

If you require the TB certificate, you must carry it with you in your hand luggage when you travel to the UK to show to an immigration officer on arrival.

When you start

Register with the Police (if required)

Some students are required to register in-person with the Police within the first few weeks after starting at the University, if they will study in the UK for more than 6 months. If you need to register, it will normally show on your Visa or Biometric Residence Permit (BRP).

You can access full information about how to make an appointment and what to bring to Police Registration online: www.ed.ac.uk/global/police-registration

Take the Test of English at Matriculation (TEAM) (if required)

If English is not your first language, the University English Language Education (ELE) service offers English language support in the form of courses, materials, and one-to-one tutorials for international students. Further information about non-credit English support is available online: www.ed.ac.uk/english-language-teaching/ele-courses

TEAM helps the ELE determine whether you might benefit from taking their English courses,

You should take TEAM if the English test score you present for acceptance at the University is below 7.0 IELTS (or equivalent).

TEAM is available to take within the first few weeks of your arrival at the University. Further information on TEAM is available online: www.ed.ac.uk/english-language-teaching/ele-courses/team-test



International Student Advisory Service (ISAS)

The ISAS team provide advice on immigration, visa extensions, working in the UK during and after studies and general queries for all non-UK students and their dependants. They also offer informed and supportive advice or referrals on welfare issues, and run events and activities to help you settle in and integrate in your new student community. Full information can be found online: www.ed.ac.uk/global/student-advisory-service

For Study Abroad and/or Exchange (visiting) students to gain more specific information, contact either; the CAHSS Visiting Students Office; CAHSSvisitingstudents@ed.ac.uk or the CSE Visiting Students Office; scevisitingstudents@ed.ac.uk

Accommodation

If you are planning to move out of your home, it is important that you find somewhere suitable, safe and convenient to live, either within University accommodation or in private accommodation.

Applying for University accommodation

Applications for University accommodation should be made from the time of accepting your unconditional or conditional offer to study at the University. The deadline for you to submit your online accommodation application is 16th August 2018. Applications are made through MyEd, via the 'Accommodation Hub' tab: www.accom.ed.ac.uk/for-students/ready-to-apply/

Ensure that you enter your name exactly as it appears on your passport to make sure that it matches your student record.

Accommodation is allocated to all students in waves, as each wave of offers is a proportion of each building.

If you are:

- holding an unconditional offer to study, you will receive your offer of accommodation in the first wave from May onwards.
- waiting on exam results or certain conditions to be met, accommodation offers will be sent to you once your offer has been made unconditional.

Every student in the first wave should have the same chance of getting a place in one of their 5 choice of halls as a student in the final wave of allocations.

Please note: If you have been allocated accommodation that is not your preferred choice, it is strongly advised to not decline this offer as there may be opportunity to transfer to other accommodation (if applicable) after you have moved in. If you do decline your offer, you may lose your guarantee of University accommodation and would need to secure private accommodation instead.

Arriving in University accommodation

After you have fully accepted your offer of University accommodation, you will receive your contract that notes your lease date. This is the earliest date at which you can move in and you will have to make other living arrangements if arriving in Edinburgh earlier than this date.

You can also view your arrival information through MyEd, via the 'Accommodation Hub' channel.

1. Complete your accommodation e-induction and print your arrival pass

It is essential that you complete the e-induction and printed your arrival pass (similar to air travel) before you arrive at your accommodation. Full details on 'checking in' and key collection can be found on the Accommodation channel in your MyEd (requires EASE password) or online: www.ed.ac.uk/for-students/arrival-information-september-2018

2.

Pay your accommodation fees

If you have opted to pay your accommodation fees by instalments, your first rental payment will be automatically collected on 1st October 2018, using the bank or card details provided at the time you accepted your contract. You can amend your method of payment up to 10 calendar days before payment is due. Find more information about paying your student accommodation fees and all payment FAQs online: www.accom.ed.ac.uk/for-students/paying-your-rent/

3.

Collect your University student card

You need to apply for your student card separately and in advance of September (Page 08) to be able to pick up your card when you arrive at your accommodation. This means that you may not have to go to the Main Library to pick up your student card.

The Residence Life ('ResLife') team

will be available to help welcome and support you when you arrive to settle into your new university accommodation. ResLife builds a positive and inclusive residential environment, providing opportunities for you to meet with others and form friendship groups, giving you the best start to your new life at University.

More information on ResLife can be found online: www.accom.ed.ac.uk/for-students/residence-life/

Looking for private accommodation?

If you are not guaranteed an offer of University accommodation, or if it is not an option for you, finding somewhere to live can be a daunting task, especially if you are new to Edinburgh or searching from afar. The University can advise you when you are in Edinburgh but it is strongly recommended that you start looking into private accommodation well in advance of arriving.

1. Give yourself lots of time to search

Most legitimate private flats won't be bookable without viewing them in person so it may not be possible to arrange something from outside Edinburgh. It could take 2 – 4 weeks to find somewhere suitable to live from when you start searching so give yourself enough time to search online and view properties once you arrive in Edinburgh. If possible, it may be beneficial to arrive slightly earlier than any start date to view the properties in person. Try to book short-term accommodation in advance and bear in mind that Edinburgh is extremely busy (and fun) in August during the festivals.

For a full list of recommended private accommodation search sites:

www.eusa.ed.ac.uk/searching

For a list of short-term accommodation options:

www.eusa.ed.ac.uk/shortterm

2. Broaden your search criteria

Whilst finding accommodation close to your campus would be ideal, there are many other communities with excellent transport links in and around the centre of the city that are worth considering to live in. The Advice Place has created an interactive map and videos to introduce you to some areas: www.eusa.ed.ac.uk/locationlocationlocation

3. Be vigilant

Unfortunately, there are very clever accommodation scams in every city so ensure that you are fully knowledgeable about what to look out for ahead of paying any money or signing any lease contract. The Advice Place can check over your lease contract for free if you have any concerns.

The Advice Place has excellent information on how to avoid scams: www.eusa.ed.ac.uk/scams

For further advice on finding private accommodation, download the Flat Hunting Checklist:

www.eusa.ed.ac.uk/checklist

Living in Private Accommodation

Living independently in private accommodation can be a very rewarding experience but ensure that you have a support network in place by keeping connected to friends, family and the University itself. To help you prepare for moving into your new home, have a look at:

www.eusa.ed.ac.uk/movingchecklist

Step 1. Update your address details on your student record (essential)

Your address details need to be correct on your student record throughout your time of study and must be completed once you secure and move into your private accommodation. You can update your address as often as you move by going to MyEd and onto the 'Launch Self-Service' button.

Step 2. Submit your Council Tax Exemption Letter (essential)

Council Tax is a tax set by local councils to pay for local services which issues one bill per dwelling. As a full-time student, you should not be liable to pay this tax but you must register your exemption with the Council yourself if you live in private accommodation.

A Council Tax Exemption letter is available from your MyEd and this letter can then be sent by email to Edinburgh council: incomeandbenefits@edinburgh.gov.uk

More detailed information on how to access your Council Tax Exemption letter and other useful documents: www.ed.ac.uk/student-administration

If you have not agreed for the University to share your information with the Council or if you live outside of Edinburgh, then you can claim exemption by completing this form: https://edinburgh.gov.uk/forms/form/12/en/apply_for_student_council_tax_discount_or_exemption

Step 3. Consider other costs (if required)

You may consider taking out adequate insurance protection to cover personal items, or you may need to apply for a TV Licence. For a full list of other considerations when living away from home, check out: www.ed.ac.uk/global/welfare/utilities-bills



Managing your finances

Set up a UK bank account (essential)

It is strongly advisable that you set up a UK bank account if you do not already have one, so that you can pay rent, tuition fees or household bills by direct debit, receive any support loans and manage your own money.

All students who are studying at the University for one year or longer are eligible to open a UK bank account. For shorter visits the choice is more limited, but it is recommended that you seek more information from banks directly.

For non-UK students, the process of setting up a UK bank account could take longer than expected in some cases and you need to have actually moved into your term-time accommodation and have proof of this address on your student record.

Before you arrive

You can start your research into what bank suits you best in advance:

- **Royal Bank of Scotland:** 30 Nicolson Street, EH8 9DL [[Location Map](#)]
- **Santander:** Potterrow, 5/2 Bristo Square, EH8 9AL [[Location Map](#)]
- **Bank of Scotland:** 300 Lawnmarket, EH1 2PH [[Location Map](#)] & 51 South Clerk Street, EH8 9PP [[Location Map](#)]
- **Barclays:** 10-15 Princes Street, EH2 2AN [[Location Map](#)]
- **HSBC:** 118 Princes Street, EH2 4AA [[Location Map](#)] & 76 Hanover Street, EH2 1EL [[Location Map](#)]
- **Bank of China:** 450 Sauchiehall Street, Glasgow, G3 3JD [[Location Map](#)]

When you start

When you have moved into your accommodation:

To open a UK bank account as a student, you must have registered as a student online (Page 06) and have a term-time address. You will also need proof of identity (passport and visa).

Most banks also require a 'Bank Introductory Letter', which is a letter from the University proving your status as a student and showing your current term-time address. You will need to obtain this before you visit the bank.

If you are NOT living in University accommodation:

If you are fully matriculated, a Bank Letter is available via our Electronic Document Service which is accessed via the 'Launch self-service' button on Personal Details in MyEd. The Bank Letter can be printed or sent electronically via this method.

If you are living in University accommodation (and have fully checked into your accommodation):

Your Bank Introductory Letter is available from the 'Print Bank Letter' facility which can be found via the MyEd student portal. If the letter does not show your names correctly (as on your passport), please raise this with Accommodation Services.



If this function is not available to you (you may not have fully completed matriculation) or you do not have printing facilities, the Student Information Point can print your letter. More information on the Bank Introductory Letter: www.ed.ac.uk/student-administration/bank-introductory-letter

For general banking information; the types of accounts available to students; understanding terminology and helpful guidance on how to open a UK bank account more information can be found here: www.ed.ac.uk/new-students/banking

Plan your budget

Regardless of where you are living, you will need to budget for living costs during your period of study.

Your budget will entirely depend on your lifestyle and the type of accommodation you live in. Some estimated costs for living in Edinburgh are:

	Lower range	Upper range
Rent (per room)	£425	£795
Food	£155	£270
Gas/electricity*	£50	£85
Internet	£20	£65
Mobile phone	£10	£55
Laundry/toiletries	£10	£45
Printing, stationery, text books	£25	£55
Total per month	£695	£1,370

* Most University accommodation includes gas and electricity costs

There are many other costs you will need to consider too, such as one-off costs, food shopping and social activities. For a further/more detailed breakdown see: www.ed.ac.uk/studying/international/cost-of-living

Help with budgeting:

The Advice Place has great tips on managing your budget:
www.eusa.ed.ac.uk/budgeting

For good advice on how to save your money as a student visit:
www.savethestudent.org/bills-utilities



Arriving at Edinburgh

We recommend that you plan to arrive in Edinburgh for Welcome Week (Page 04).

If you are moving into University accommodation, details of when you can access your room will be emailed to you by Accommodation Services. If you are arranging private accommodation, you may wish to arrive in Edinburgh early to allow yourself time to find somewhere to live before the welcome events begin: www.ed.ac.uk/semester-dates/201819

By road

The University of Edinburgh is located to the south of the city centre. There are regular bus and coach services to Edinburgh from local towns and major cities across the UK. Visit and/or download the apps from any of the following:

- [Lothian Buses](#)
- [Megabus](#)
- [National Express](#)
- [Scottish Citylink](#)

By rail

Edinburgh has excellent rail links throughout the UK and Edinburgh Waverley (EDB) is the closest city centre train station to the central University campus. Approximate travel times:

- 50 minutes from Glasgow
- 1.5 hours from Newcastle
- 2 hours from Aberdeen
- 3.5 hours from Inverness
- 3.5 hours from Manchester
- 4 hours from Birmingham
- 4.5 hours from London
- 7 hours from Cardiff

For train times and ticket prices, visit any of the following:

- [National Rail](#), for travel within the UK
- [Scotrail](#), for travel within Scotland
- [Trainline](#), for an independent train ticket retailer

By air

If you are an International student, please see the New Students website for information about visas and travel to the UK: www.ed.ac.uk/new-students/arrival (more information on page 11).



If you are arriving at Edinburgh International Airport during Arrival Weekend in September, the University Welcome Team will meet you at the arrival gates and can assist you in arranging onward travel. More information on where and when to meet the Welcome Team is online: www.ed.ac.uk/new-students/airport-welcome

Travel from the airport

If you are arriving before or after the arrival period, you can take a bus, tram or taxi from outside the terminal building.

Airlink 100 & Bus Service 300

The Airlink 100 is part of Lothian Buses and runs a frequent service 24 hours a day, 7 days a week, between the airport and the city centre (last stop is Waverley Bridge, a 20 minute walk from the central University campus). The journey time is approximately 40 minutes.

The Bus Service 300 travels from the airport through the city centre, passing through the central university campus. The journey time lasts approximately an hour, with frequencies of buses averaging every 10 minutes during the day and every 30 minutes in the evening, running from 06:00 – 23:05, 7 days a week.

For more information, including prices for journeys: www.lothianbuses.co.uk/airport

Edinburgh Trams

Edinburgh Trams run a very frequent service 7 days a week between the airport and the city centre (last stop York Place, a 25 minute walk from the central University campus). The journey time is approximately 35 minutes.

For more information, including prices for journeys: www.edinburghtrams.com

Taxis

The pick-up area for all taxis is on the ground floor of the multi-storey car park across from the entrance to Departures.

All taxi companies at the airport will take you to your accommodation for around £30.00 (depending on your destination). You can pre-book a private taxi with Edinburgh City Private Hire (ECPH) through the website or app or you can pick up a 'black cab' provided by City Cabs which does not require pre-booking.

More information:

www.edinburghairport.com/transport-links/taxis

Travelling within Edinburgh

The University of Edinburgh is at the heart of Edinburgh, comprising six campuses spread across the city.

- [Central Area \(inc. Holyrood\)](#)
- [Edinburgh College of Art](#)
- [King's Buildings](#)
- [Medical School, Little France](#)
- [Veterinary School, Easter Bush](#)

Before you arrive, we recommend that you look at your personalised timetable (Page 09) to find out in advance where most of your classes/lectures will be held. This will also allow you to plan your travel times between areas such as accommodation or different campuses and assess the best modes of transport suitable for you to arrive at your classes and lectures on time.



A city to walk in

Edinburgh is a relatively compact city, with most places being only a 10-15 minute walk away from the central campus. It takes around 30 minutes to walk between the central campus and King's Buildings. For suggestions of routes to take, visit: <http://walkit.com>

A city to cycle in

Cycling is a popular choice amongst Edinburgh students. It offers a cheap, quick and healthy way to travel. We offer lots of advice and support for cyclists online: www.ed.ac.uk/transport/cycling

From Summer 2018 it will become even easier to get started with cycling in the city. Edinburgh will be launching an on-street bike hire scheme from locations across the city, including some of the University campuses.

For more information on the Bike Hire Scheme: www.edinburghcyclehire.com

Further information on all transport options

For more information on how to plan your journeys to each of the campuses or to get around Edinburgh using different transport options, please visit the following transport page: www.ed.ac.uk/transport/travelling-here

Travel by bus in the city

The Lothian Buses network is invaluable for many students for transport between home and University, getting around campus locations and travelling around Edinburgh.

Useful information to get you started on using Lothian Buses:

You can buy your ticket from your bus driver with exact change, at a tram ticket vending machine or as an m-ticket (mobile ticket) with the free Transport for Edinburgh app.

You can also purchase a Ridacard which offers regular travellers the best value for money. For more information about Ridacard prices and how much money you could save, please see:

www.lothianbuses.com/ridacard/

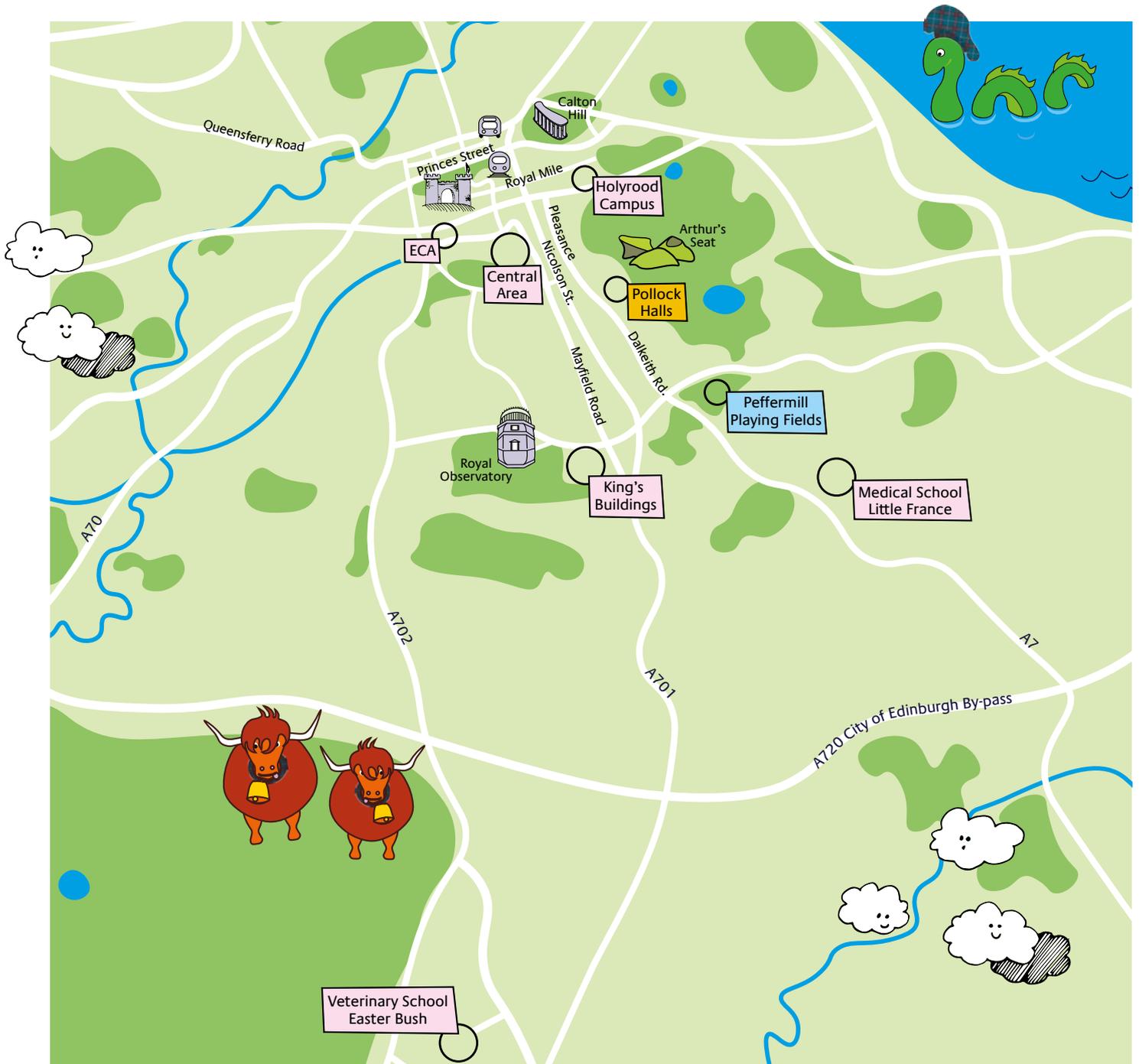
Lothian Buses' webpage provides a student's guide to travelling around Edinburgh and includes details of services to each of our campuses: www.lothianbuses.com/using-the-bus/student-guide/

Free campus shuttle bus service Central to Kings Buildings

You may find you have lectures at both central campus and King's Buildings. If walking, cycling or using a public bus to travel between the two sites is not an option, you can make use of the free shuttle bus service. This service operates Monday – Friday during semester and exam times.

For more information, including the shuttle bus service timetable, please visit the following transport page: www.ed.ac.uk/transport/shuttle-bus

Getting to know your campuses



Campus tours

If you are interested in getting more of an insight about Edinburgh and your surroundings, there are a number of University campus tours available. You can choose between student-led tours (George Square and Edinburgh College of Art) or self-guided tours (George Square and Kings Buildings). For more information: www.ed.ac.uk/visit/tours

Disabled Go App

The University of Edinburgh also has detailed up-to-date access guides for the majority of buildings across all campuses on the Disabled Go app. This is downloadable and further information can be found online: www.disabledgo.com/organisations/the-university-of-edinburgh

Disabled Go provides information on venue accessibility using access icons, together with highly detailed information in relation to each of the key facilities of the venue. The app describes your journey throughout the building and includes photos for all students to view and find their way to a building plus further information on the specific study, teaching or tutorial space for you.

Health Services

It is essential that you register with a local General Practitioner (GP) medical practice, to ensure you receive medical treatment/advice if and when required (Page 10).

Vaccinations

It is important to protect yourself against any diseases and to have necessary vaccinations in advance of arriving at university:

1. Measles, Mumps and Rubella

(MMR) You should have had two MMR vaccinations before coming to university; if not, it is strongly advised that you get these before arriving. You do not need to show evidence of having had the vaccinations but it is in your best interest to have them.

2. Meningococcal ACWY

(MenACWY) immunisation for first-time university entrants (only students under 25 years).

To protect yourself against meningitis and septicaemia it is strongly recommended that you get the MenACWY vaccine at least two weeks before you arrive at the University, regardless of where you are travelling from.

If you are unable to obtain the necessary vaccinations before arriving at university, this must be arranged within a week of arriving, for the protection of yourself and other students. You can arrange the vaccinations when you register with a doctor (see above).

Dental care

We recommend that you continue to have your teeth checked on a regular basis while you are at university. Dental problems can't be dealt with by doctors, so make sure you register with a local dentist.

You can register as an NHS patient as it is much more cost-effective than paying for private treatment. You can find your local dental surgery by looking at www.nhs24.com/findlocal or there is also an independent dental surgery called Vitality, which currently accepts NHS patients, located in Potterrow (www.vdental.co.uk).

More information on how to register with a dentist can be found online: www.nhslothian.scot.nhs.uk/Services/Dentists/Pages/default.aspx

Eye care – Opticians

If you experience any eye problems, it is advised that you call an optician. Eye tests are free in Scotland and it is recommended that your eyes are checked on a regular basis.

To find an optician near you, please go to the NHS Lothian webpages for more information: www.nhslothian.scot.nhs.uk/Services/Opticians/Pages/default.aspx



Five Ways to Wellbeing

As with all transitions in life, studying at university can be both exciting and challenging – whether it is your first time at university or you are returning to higher education, it is important to look after your wellbeing.



University can be busy and stressful at times, this could in turn cause your state of wellbeing to fluctuate, especially at the beginning. We all have strategies for coping with ups and downs in life and it is important to continue using and revising these approaches at University too. By doing this, you will help support and maintain your positive wellbeing, which is crucial to achieving your best university journey and to supporting those around you.

The **Five Ways to Wellbeing** are 5 distinct actions that have been researched and developed to help improve personal wellbeing. These steps are highlighted by the University of Edinburgh as they have been identified as a great resource and tool for every student and staff within our community to keep in a good state of mental health.

Spending some time to familiarise yourself with these five ways and how you currently maintain your wellbeing, before you arrive, will raise your own awareness of how you currently face challenges and enable you to better look after yourself, and others too, when you start.

This guide has listed relevant examples of how to maximise each of these ways within the University of Edinburgh. This non-exhaustive list covers the student support services that can ease your transition, offer development opportunities and/or provide spaces to reflect and learn.



Connecting with the people around you is important - with family, friends, peers, societies and your University community. At university you will build relationships in your courses, within your accommodation, or through joining societies.

Building connections will support and enrich you every day. At the start of the year, download the UoE Events app for information about the events on offer during Welcome Week and beyond to find something that interests you. Download app from: www.ed.ac.uk/new-students/eventsapp

Talk and listen and feel connected at university:

- The **New Students website** points you in the direction of every area and resource that will help you prepare and settle into university life: www.ed.ac.uk/students/new-students
- Building meaningful relationships with your **school student support offices** is useful to receive information, guidance and advice about academic and pastoral matters.
- You are automatically part of the **Edinburgh University Students' Association** where you can connect with your class representatives, Liberation Officers and Sabbatical Officers – find out more about representation here: www.eusa.ed.ac.uk/yourreps
- By helping others help themselves and supporting fellow students, **Peer Learning & Support** offers opportunities to develop new skills, build relationships and establish a community of learners across the University to connect with: www.eusa.ed.ac.uk/support_and_advice/peer_learning_and_support/
- If living in University accommodation; **ResLife** help support you to settle into your new home and build connections with your neighbours: www.accom.ed.ac.uk/for-students/accommodation-support/
- Connect with the world and set up your **IT equipment** on the university networks: www.ed.ac.uk/is/get-connected (more information on page 5).
- If you currently receive or believe you may need to receive any additional support to aid your learning at university, it is essential that you connect with your **Student Disability Service** to receive the support you need to help you engage positively with your studies: www.ed.ac.uk/student-disability-service



Sport, exercise and physical activity play a key role in both your physical and mental wellbeing. Being active is about having a chance to explore and discover an activity you enjoy and one that suits you.

Join the University gym, try out exercise classes or classes to relax and reflect. If you want to do something out of university, go for walks or a run in the many parks located in Edinburgh, including the Meadows next to central campus, hire a bike or explore the physical and emotional benefits of other forms of physical activity such as dance/swimming/martial arts/anything! It is also important to take time to relax, by ensuring you eat and sleep well, which will help you feel good and raise your energy levels.

Try new things, enjoy what you do, lift your energy:

- The **University of Edinburgh's societies** offer you the chance to develop your interests, network and meet like-minded people. There are over 280 societies to choose from, so something to suit every student; search for your society here: www.eusa.ed.ac.uk/findasociety
- The **Sports and Exercise team** offer many different classes at the University gyms to allow you to strengthen and enhance your physical skills, learn new techniques and help you connect with others: www.ed.ac.uk/sport-exercise
- Challenge yourself to do something you have never tried before, discover a new sport or join a team activity. Find out more about what you can try at the **Edinburgh University Sports Union**: www.eusu.ed.ac.uk/



Savour the moments that you experience at university, whether it be spending time with your friends, going for a walk, talking to others at the University about your thoughts or exploring beyond your surroundings.

Reflecting on your experiences will help you appreciate what matters to you the most and what matters to others around you too.

Take notice of yourself, take notice of others and be more aware of the world and opportunities around you:

- **Explore Edinburgh:** www.ed.ac.uk/visit/city
- The **University Chaplaincy** offers a great way to take time out for yourself and try out alternative activities like meditation prayers, mindfulness, and yoga and tai chi classes: www.ed.ac.uk/chaplaincy
- There are also a number of **apps and services** available through the University, where you can listen to guided meditations, or watch short videos that may help to support your mental health. **Recommended apps** to discover include these:
 - **Feeling Good App**
 - **Meditation app**
 - **Relaxation Exercises**
 - **TED talks offering new perspectives on self-care**www.ed.ac.uk/student-counselling/self-help/podcasts-video-apps
- The **Big White Wall** is a 24/7 online peer support community which is accessible by any student who needs to voice their feelings in a forum or needs support with their emotional wellbeing in personal and confidential chats with trained professionals: www.ed.ac.uk/student-counselling/self-help/big-white-wall-bww
- You have the opportunity and several options to go abroad (studying, working or volunteering) as part of your degree. Go Abroad offers you these experiences which give you the time to reflect, connect and expand your knowledge and learning: www.ed.ac.uk/global/go-abroad/go-abroad
- Take notice of your digital footprint by registering for **23 Things for Digital Knowledge** to learn about a range of digital tools for your personal and professional development: www.23things.ed.ac.uk



At university, you will be challenged and will be working towards achieving your academic goals throughout your whole programme, but there are also many other opportunities to enhance your learning and skills. Learning new things and further exploration will make you more confident in so many areas as well as being fun.

There are always new ways to learn, such as taking on an extra hobby or rediscovering an old one, or even taking on a different responsibility whether it be with a society or within your programme.

Learn something new and feel a sense of achievement:

- One of the best resources to help you explore your subject in depth is through the **library services**, either online or on any campus. The university libraries provides a sense of community and offers space for you to study alone or with a team: www.ed.ac.uk/information-services/library-museum-gallery/using-library
- **The Institute for Academic Development** provides free study skills workshops and online resources to support you throughout your studies and develop your skills and confidence in your academic studies: www.ed.ac.uk/institute-academic-development
- **MyDevelopmentHub** is an online resource that acts as a signpost to help you find opportunities to help enhance your personal, professional or academic development: <https://edin.ac/my-development-hub>
- Securing any job or an internship can teach you how to manage your time and learn new skills. From the start of term, the **Careers Service** can help you to reflect on your existing skills and provide support and guidance on how to build new skills for securing a working role: www.ed.ac.uk/careers
- The **Centre for Open Learning** offers discounted short courses to learn languages or alternatively delve into different subjects not part of your degree programme: www.ed.ac.uk/studying/short-courses
- **Lynda.com** is free and offers you a chance to learn new skills or increase your knowledge using online video courses on technology, creative and business skills: www.ed.ac.uk/is/lynda
- Book on to a **Digital Skills Programme** of classroom-based courses and Wikipedia editathons which start in September and run throughout the year. Dates and course details are at: www.ed.ac.uk/is/skills
- **The University of Edinburgh** offers free online short courses that can be a valuable resource for study support and academic skills development. These include our **MOOCS (Massive Open Online Courses), which are freely-accessible and open-licensed courses**. You can enrol through any of the MOOC platform partnerships:
 - Coursera - www.coursera.org/edinburgh
 - FutureLearn - www.futurelearn.com/partners/the-university-of-edinburgh
 - EdX - www.edx.org/school/edinburghx



Even the smallest act can make you and others happier. There are lots of opportunities as a student to give back to your community, you can gain many new skills and find it very rewarding.

This may be through volunteering your time to support and listen to your peers; being part of an activity to enhance your own experience or getting a job to expand your horizons and meet new people.

Give... Your time, your words, and your presence:

- **'My CareerHub'** supports you to further explore and build on your employment skills – whether you are looking at getting a job or practising your interview or CV writing techniques: www.ed.ac.uk/careers/mycareerhub
- There are many volunteering opportunities advertised through the **Students' Association Volunteering Hub**: www.eusa.ed.ac.uk/volunteering
- The **Edinburgh Award** helps you get the most out of your co- and extra-curricular activities by reflecting on such experiences and can give you formal recognition for your efforts on your transcript: www.ed.ac.uk/edinburgh-award/about
- Becoming a **Programme Representative** and listening to the students' views on academic matters provides stronger support networks for everyone and can be very rewarding. You also receive training on how to deal with various conversations that may occur: www.ed.ac.uk/studying/undergraduate/student-life/academic/class-reps

Learning Technology & Digital Skills Development

When you are studying at University you will be presented with various ways to learn and whilst many of your lectures and seminars may be classroom based, technology will also be used for learning and teaching.

Virtual Learning Environments (VLE)

You will be using a Virtual Learning Environment (VLE), such as Learn. This is an online learning platform which allows course materials to be shared online for you to view and supports collaboration and assessment activities for students.

The VLE you will use will vary depending on your programme but you will have access to it in advance of your start date which gives you the opportunity to familiarise yourself with your VLE and digital resources. However, there is no expectation that you should have used a VLE in advance. You will be supported in using the VLE for your studies.

For more information on VLEs and how to use these: www.ed.ac.uk/is/virtual-environments

Lecture Recording

Some of your lectures may also be recorded using the University's lecture recording system Media Hopper Replay. Lecture recordings can be accessed through your VLE and can be a helpful and additional way to learn as they allow you to:

- review material,
- catch up on points you may have missed,
- prepare for exams,
- get ready for lessons.

Lecture recording is available in most lecture theatres and seminar rooms and you will be advised which of your courses are using lecture recording.

It is important to still attend your lectures as lecture recording is provided as an additional resource.

Find out more by visiting the Media Hopper Replay web pages: www.ed.ac.uk/is/media-hopper-replay

For more information about the range of technologies used for teaching and learning, and guidance to help you use them effectively, see: www.ed.ac.uk/information-services/learning-technology

Digital and Information Skills Development

As a University student, you will have free access to classroom-based training and online learning platforms such as Lynda.com which will enable you to gain skills including:

- Managing your online identity,
- Using technology effectively to study and learn,
- Developing the ability to find, evaluate and share information,
- Using digital networks and tools for collaborative learning.

For more information on classroom-based and online courses and guidance offered on the Digital Skills Programme see the university web pages: www.ed.ac.uk/is/skills



Edinburgh
University
Students'
Association



Advice Place

Edinburgh University Students' Association

When you enrol at the University, you automatically become a member of Edinburgh University Students' Association, (www.eusa.ed.ac.uk) community of over 39,000 students. Your membership gives you access to the four Students' Union buildings (Potterrow, Pleasance, Teviot and King's Buildings House) and all the great cafés, bars, shops and events that you'll find there.

Your Students' Association gives you support and opportunities throughout your time at university, from Welcome Week right up to the Graduation Ball, to taking part in up to 280 student-run societies.

The Advice Place

Your Students' Association also runs Advice Place (www.eusa.ed.ac.uk/advice) with offices at Potterrow and King's Buildings House. This is a free, independent and confidential advisory service for all students at the University.

They offer information and advice on a wide range of topics including money, funding, academic issues, university processes and regulations, accommodation, employment, health, sexual health, harassment and crime reporting. It is a drop-in service, though at busy times you may need to make an appointment. You can also reach them at: advice@eusa.ed.ac.uk



THE UNIVERSITY of EDINBURGH
Sports Union

The **Sports Union** is made up of 64 clubs and over 8,000 members, giving the University great pride in our athletic achievements as well as our academic excellence. Sport is a huge part of the student experience for many university students. With such a range of sports clubs and intramural teams as well as other activities, the Sports Union has something for everyone whether you are a complete beginner or have your sights set on the 2020 Olympic Games. For more information on the various clubs involved and membership fees, visit online: www.eusu.ed.ac.uk

Peer Learning & Support

The Students' Association also runs Peer Learning and Support Schemes which train higher year students as Mentors/Leaders, who in turn support you to settle into University life, make friends, and manage the change in academic expectations and independent learning. These schemes can take many forms including 1:1 mentoring, PALS, academic families/buddies and social events. Peer Support Schemes focus on wellbeing and social support, whereas Peer Assisted Learning Schemes (PALS) help you to consolidate knowledge and develop study skills. By getting involved, you can become more integrated into your School community and benefit from wellbeing and academic support. To learn more about Peer Learning and Support and for a list of our current schemes, please see the Students' Association website: www.eusa.ed.ac.uk/support_and_advice/peer_learning_and_support/get_peer_support/find_a_project/



(from left to right) Georgie Harris, VP Community /
Shenan Davis-Williams, VP Activities and Services /
Eleri Connick, President / Kai O'Doherty, VP Welfare /
Diva Mukherji, VP Education



THE UNIVERSITY
of EDINBURGH

Keep up with Student News by following
@EdinUniStudents on Facebook and Twitter.

Look out for **#InspiringStudents** online and around the University to find out about student success, innovative teaching and ways you can get more involved in the Edinburgh experience.



#InspiringStudents

Checklist

After you have accepted your offer to study at Edinburgh, there are essential tasks you need to do **before you arrive** and also **when you start** in order to become a student. To ensure that you get the important tasks done first and keep track of what you complete, this checklist is in priority order and is interactive when downloaded and saved.

✓	TASKS TO DO BEFORE YOU ARRIVE (all students)	More info
	Read all relevant sections of the Essential Getting Started Guide	
	Read all emails received from the University of Edinburgh	
	Read all emails received from your school/programme	
	Read all emails received from the Students' Association	
	Download the UoE Events App (www.ed.ac.uk/new-students/eventsapp)	
	If can access, join relevant social media groups, including the UoE new students 2018/2019 Facebook group , your school/programme groups, your University accommodation groups	
	Activate your Office 365 email address	Page 05
	Familiarise yourself with how to use MyEd (including how to use each of the channels within it)	Page 05
	Register online as a student (you will need your home or term-time address)	Page 06
	Check your offer letter for any additional criteria to fulfil and make arrangements to complete this	Page 06
	Organise your financial assistance, if required, and send a copy of your sponsor award letter	Page 07
	Apply for your University student card	Page 08
	Access your personalised timetable and research your course options	Page 09
	Find your local Doctor (GP) and download Registration Forms	Page 10
	Check that you have got 2 x MMR vaccinations (you do not need evidence)	Page 19
	Receive or arrange to receive the Meningococcal ACWY (MenACWY) immunisation (only full time students under 25 years)	Page 19
	Apply for University accommodation (before 16th August 2018) and pay fees before you arrive	Page 12
	OR start searching for private accommodation (give yourself plenty of time to complete this)	Page 13
	Research what UK bank suits you best to open an account with	Page 14
	Plan your budget	Page 15
	Plan your journey (type of transport, time of travel, how to take items with you)	Page 16
✓	TASKS TO DO BEFORE YOU ARRIVE (additional for students outside the UK, if required)	More info
	Apply for a visa, if not already done so and if coming from outside the UK, EU, EEA or Switzerland	Page 11
	Upload personal details for International-Check In	Page 06
	Check if you require Tuberculosis screening and if you do, arrange to get your TB Certificate	Page 11
	Book your transport to arrive in Edinburgh for International Day (9th September)	Page 16

Tips about packing: Before you buy anything specific for your home, check what your accommodation provides already.

For more information on shopping when you get here: www.ed.ac.uk/global/shopping

Edinburgh also has a moderate climate that can change often. It is recommended that you bring essential clothing that will be comfortable in sunshine, cold wind, snow and heavy rain.

Continues on the next page...

✓	ITEMS TO HAVE WITH YOU WHEN YOU START (not all applicable to all new students)	
	Passport (proof of identity for all circumstances)	
	Driving licence (additional proof of identity, if in possession of one)	
	Proof of term-time address (for the purposes of registering with a GP)	
	Photocopies/saved scans of all of the above (just in case)	
	At least 3 months of prescribed medication and an explanation letter from your doctor (for registering with a GP)	
	Letter evidence of a disability, learning difficulty or health condition - written in English within last 6 months by a medical professional outlining disability and how it may affect learning. More information: www.ed.ac.uk/student-disability-service/new-students/evidence	
	Cash (recommended no more than one thousands pounds sterling)	
✓	ITEMS TO HAVE WITH YOU WHEN YOU START (additional for students outside the UK, if required)	
	Study visa (for all international students to be checked at a UK airport)	
	European Health Insurance Card EHIC (EU students only, if in possession of one, for registering with a GP)	
	2 x passport sized photos (for Police Registration, if applicable to your home country)	
	Printed copy of unconditional offer letter (for Police registration only, if applicable to your home country)	
	TB Certificate (if applicable to your home country and must carry in hand luggage)	
	Knowledge of the results of your English Test Score (IELTS or equivalent)	
✓	TASKS TO DO WHEN YOU START	More info
	Explore Edinburgh! Your new home!	Page 03
	Download the UoE Events App (www.ed.ac.uk/new-students/eventsapp) and go to events!	Page 04
	Attend all of your school/programme induction events (on UoE Events app and by email)	Page 04
	Pick up the Students' Association's 'What's On Guide' to find fun and social events	Page 04
	Get all of your devices connected to the University network	Page 05
	Confirm your attendance in your school/programme (details should be sent to you in advance)	Page 06
	Pay your tuition fees, if applicable	Page 07
	Collect your University student card (either from your University accommodation or the Library)	Page 08
	(UG Only) Attend the Academic Fair to further consider your course options with your PT	Page 09
	Go to a GP Practice to register (either in McEwan Hall during Welcome Week or find a local GP Practice through www.nhs24.com/findlocal)	Page 10
	Check in to your University accommodation and print your Arrival Pass	Page 12
	OR when moved into private accommodation, ensure address details are up to date	Page 13
	Go to chosen UK bank and open account (you may have to print out a Bank Introductory Letter)	Page 15
✓	TASKS TO DO WHEN YOU START (additional for students outside the UK, if required)	
	Attend the International-Check In registration event (in McEwan Hall during Welcome Week)	Page 06
	Make an appointment online (www.ed.ac.uk/global/police-registration) to register with Police	Page 11
	Take the Test of English at Matriculation (TEAM) during Welcome Week	Page 11

Helpful contacts

New Students Website	www.ed.ac.uk/new-students
Accommodation, Catering & Events	www.accom.ed.ac.uk
Advice Place	www.eusa.ed.ac.uk/advice
Campus Maps	www.ed.ac.uk/maps
Careers Service	www.ed.ac.uk/careers
Card Services	www.ed.ac.uk/is/card
Chaplaincy Centre	www.ed.ac.uk/chaplaincy
City of Edinburgh Council	www.edinburgh.gov.uk
Edinburgh Global	https://global.ed.ac.uk/
Edinburgh University Students' Association	www.eusa.ed.ac.uk
English Language Education	www.ed.ac.uk/english-language-teaching
Finance	www.ed.ac.uk/finance
Institute for Academic Development	www.ed.ac.uk/institute-academic-development
Learn (VLE)	www.learn.ed.ac.uk
Library	www.ed.ac.uk/is/library-museum-gallery
MyEd	www.myed.ed.ac.uk/
Nightline	www.ednightline.com/
Peer Learning & support	www.eusa.ed.ac.uk/peersupport
Scholarships & Student Funding	www.ed.ac.uk/student-funding
Security	www.ed.ac.uk/security
Sport and Exercise	www.ed.ac.uk/sport-exercise
Sports Union	www.ed.ac.uk/sports-union
Student Administration	www.ed.ac.uk/student-administration
Student Counselling Service	www.ed.ac.uk/student-counselling
Student Disability Service	www.ed.ac.uk/student-disability-service
Tuition Fees	www.ed.ac.uk/student-funding/tuition-fees
Timetabling	www.ed.ac.uk/student-administration/timetabling
Transport	www.ed.ac.uk/transport
University of Edinburgh (General enquiries)	www.ed.ac.uk
University Health Service	www.health-service.ed.ac.uk
Welcome Week	www.ed.ac.uk/new-students/welcome-week

The Getting Started Guide has been created to help inform and direct you as a new student about what is important and to action essential tasks to be completed (before you arrive and when you start). It also provides you with key information to help you settle into university life.

We hope that you find the Getting Started Guide of great value and insight and wish you all the very best for your journey at The University of Edinburgh.



Document produced by Pre-Arrival and Student Induction team, University of Edinburgh

Student Recruitment & Admissions
The University of Edinburgh
33 Buccleuch Place
Edinburgh, EH8 9JS

Tel: 0131 650 4360

Email: induction@ed.ac.uk

If you require this document in an alternative format, such as large print or a coloured background, please contact us.

© The University of Edinburgh 2018

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336.

