



UNIVERSITY OF
LIVERPOOL

LIVERPOOL
INTERNATIONAL COLLEGE

Student pre-arrival guide 2012

Welcome to our college!



Welcome

Welcome to Liverpool International College (LIC). This guide will help you make the most of your chosen course and will give you useful information that you can refer to during your stay.

SO, WHAT IS STUDYING AT LIC REALLY LIKE?

You have probably already imagined what your life will be like in Liverpool. You might have ideas about life in the United Kingdom based on films, television or stories from friends and family. This guide aims to make your transition into the United Kingdom as enjoyable and easy as possible and will tell you what to expect when you attend a Kaplan college. We hope that this information will help you to form realistic expectations and encourage you to take advantage of the many opportunities ahead.

WILL I BE ABLE TO ADJUST TO A NEW CULTURE?

At LIC we understand that living in a new place may be challenging at times – but it will also be fun. You will soon meet people from around the world, try new things, and live in a different culture. One of the best ways to make sure that your transition goes smoothly is to maintain a positive attitude and stay healthy. View your new environment as a place to learn interesting things about yourself and others. Try to get enough sleep, eat properly, exercise, and participate in social activities. Take time to observe and enjoy the new things going on around you and appreciate the differences you find in your host country.

WHAT CAN I EXPECT FROM MY CLASSES AT LIC?

Programmes delivered at LIC are designed to reflect your academic needs and level of English. Whether your programme is a Foundation Certificate, Graduate Diploma or an integrated English and academic programme, you will be in the classroom for approximately 20 hours each week and will have a significant amount of work to do at home or in the library. Our programmes are tailored to prepare you for every aspect of your chosen course at the University of Liverpool.

I HAVE MORE QUESTIONS...

Please contact your local representative if you have more questions before you depart. After you arrive, LIC staff will be happy to help you with any problems that you have or any questions you want to ask.

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Before you leave...

We understand that at times you may feel nervous when preparing for your stay in the United Kingdom. There are some important things you need to know before you leave that will make your life easier when you arrive. Use our checklist on the next page to ensure that you do not forget anything and you are well prepared for the exciting times ahead of you.

STUDENT ID CARDS

Once you have paid your deposit and confirmed your arrival details directly to the College, you will be issued with your University Student ID Number. You will need this number to activate your University email address, and also to upload your photograph for the production of your Student Card. You will be requested to upload a passport sized photograph as part of the online registration process. Full instructions will be sent to your email address along with your unique University Student ID Number.

If you do not upload your image prior to your arrival at the College, there will be a considerable delay in the issue of your ID card which will prevent you from accessing vital College and University services.

POCKET MONEY

We recommend that you budget £80-100 for every week. This should be enough for personal expenses, laundry, local travel and social activities. You will need additional money if you plan to take weekend trips or travel. Please note that it may take up to two weeks to open a bank account after you have arrived in the UK, so make sure you bring enough cash or a credit card to use when you first arrive.

CLOTHING

Students dress casually for classes. You should bring some nice clothes for going out to restaurants, nightclubs etc. You should also bring clothing for sports and outdoor activities. You can usually rent sporting equipment. The climate is changeable and may be very different from your own. The typical temperature is 20°C in summer and 0°C to 10°C in winter, although it can drop below freezing. Bring warm waterproof clothing if you are arriving in autumn or winter. An umbrella would also be useful as it often rains in the UK.

BANK ACCOUNT

When you have arrived and registered at LIC, we can assist you with opening a UK bank account. There are many banks to choose from and we suggest that you check with a few different banks to see which one can offer you the most suitable account for your needs. When you have decided which bank you would like to use you can request a Bank Letter from Student Services which confirms that you are a student. You will need this letter, your passport, your LIC Confirmation of Acceptance of Studies (CAS) statement and proof of your UK Liverpool address to open an account.

INSURANCE

Living in a foreign country is very interesting and a lot of fun, but can sometimes be quite challenging and unpredictable. We have therefore created a bespoke Kaplan Care medical and travel insurance policy that will cover you for any unexpected incidents. For more information about Kaplan Care, contact your Kaplan representative. Please note that adequate insurance cover is compulsory for students coming to LIC.

ELECTRICAL CURRENT

Standard voltage in the UK is 240 volts. To make sure that you are able to use all your electrical appliances bring an adaptor with you.

✓ *Checklist*

Use this checklist to make sure that you have packed everything you will need and that you are well prepared for your trip to the UK. Check off each item as you pack it, or complete the task.

- STUDENT ID CARD PHOTOGRAPH**
You must upload your photograph before arrival – as stated on page 3 of this guide.
- PASSPORT AND PASSPORT PHOTOGRAPHS**
You must bring your passport and any other identity document you might need, such as your driving licence. You also need to make and bring one photocopy of the outside cover and picture page of your passport, and to bring two passport-sized photos for college registration. Pack your passport in your hand luggage as you will need it at airport immigration.
- ACCEPTANCE LETTER**
Pack your CAS statement / Offer Letter in your hand luggage so that it is easy to access on arrival. You also need to make and bring one photocopy of your CAS statement.
- STUDENT VISA**
Ensure that your student visa is with your passport and is stored in your hand luggage. You will need your student visa when passing through immigration. You should also bring a photocopy of your visa.
- ORIGINAL ACADEMIC AND ENGLISH LANGUAGE QUALIFICATIONS**
You will need these when registering at the college, as well as certified translations if the original documents are not in English. You also need to make and bring one photocopy of each of these documents.
- RESIDENCE ADDRESS DETAILS AND TENANCY AGREEMENT**
Remember to pack your residence address details within your hand luggage so they are easy to access on your arrival. If you have booked accommodation before leaving your home country, you will have received these details from the College. If accommodation has been booked through LIC, please bring original signed tenancy agreement, signed by you (the tenant), your guarantor and witness.
- PROOF OF MEDICAL AND TRAVEL INSURANCE**
Students coming to LIC must have an adequate travel and medical insurance plan to cover them and their possessions. For full details on Kaplan Care insurance please visit www.liverpool.ac.uk/lic or contact your Kaplan representative. We recommend that you keep a copy of your insurance with your family back home in case you lose any important information during your stay. Students without insurance must pay for Kaplan Care insurance on arrival at the College.
- MONEY**
Store any cash on your body or in your hand luggage. Try to avoid counting or pulling out your money in busy public places. You can also use credit cards from abroad.
- PROOF OF DEPOSIT PAYMENT AND PAYMENT FOR ANY FEES OUTSTANDING (CHEQUE OR DEBIT/CREDIT CARD)**
You will need this at College registration.
- PAYMENT OR PROOF OF PAYMENT FOR ACCOMMODATION**
You must pay the first instalment for your reserved accommodation before you leave your home country. You must bring proof of payment, along with your second instalment, when arriving at your accommodation in Liverpool. You can pay for your accommodation pre-departure by bank transfer, and by cheque, bank draft or credit card on arrival. Payment details for your accommodation are included in your booking confirmation.
- ADDITIONAL DOCUMENTS IF YOU ARE UNDER 18 AND/OR A SPONSORED STUDENT**
If you are under 18 years old, you must bring an original copy and one photocopy of your guardianship letter. If you are a sponsored student, you must bring your original and one photocopy of your sponsorship letter.
- CORRECT CLOTHING**
Pack something warm in your hand luggage and ensure that you are wearing layers in case you get cold.
- ADAPTOR FOR ELECTRICAL APPLIANCES**
Remember standard voltage in the UK is 240 volts and the fitting may be different so bring an adaptor.
- PRESCRIPTION MEDICATION**
Pack medication carefully in the original packet in case you are asked questions in customs on your departure or arrival.
- EMERGENCY INFORMATION STORED IN YOUR WALLET OR PURSE!!**
This can be found on the last page of this booklet.
- LAPTOP**
The University of Liverpool has many free wireless hotspots around campus, so take advantage by bringing your own computer. All rooms in College residences have free internet access (if you wish to upgrade to superfast internet you may pay an additional charge).

When you arrive

LIC AIRPORT PICK UP

Students should arrive at Manchester or Liverpool John Lennon Airport. If you book an airport pickup through the College, the driver will meet you at the airport terminal in which you arrive, and will have a sign with your name on it. LIC airport pickup service must be arranged in advance. For your own safety it is important to stay in the arrivals halls and wait for the driver. Airport pickup service prices are: Manchester £95, Liverpool John Lennon £50. Please make sure you send your arrival form to the College at least seven days before you travel.

Note: Students who use the LIC airport pickup service will be taken to their accommodation and those who book College accommodation may gain access at anytime during the week and weekend when they first arrive.

INDEPENDENT TRANSFERS

Manchester Airport to Liverpool

Train: Operates direct from the airport. The journey takes approximately 1 hour and 10 minutes and costs around £10.

(Plan in advance: www.thetrainline.com)

Bus: Follow signs for 'The Station' and take a coach to Norton Street Coach Station in Liverpool. The journey takes approximately 50 minutes and costs around £10. (Plan in advance: www.nationalexpress.com)

Liverpool John Lennon Airport to Liverpool

Bus: Leaves from outside the airport. The journey takes approximately 20 minutes and costs around £2.

Note: students who travel independently must inform the College of their flight and travel arrangements. If the College is not informed, the student may only access their accommodation within office hours (09:00 – 17:00, Monday to Friday) when they first arrive. If they arrive in Liverpool outside of these hours, they must arrange alternative accommodation for the first night(s).



Liverpool is a well-connected city with excellent transports links

Your first day

On the first day of your course you need to come to the College to register. You will need to bring:

- Passport (original and one photocopy of the outside cover and picture page) and two passport-sized photographs
- Visa (original and one photocopy)
- CAS statement (original and one photocopy)
- Payment (or proof of prior payment) of first term fees
- Academic certificates and English language certificate plus certified translations if applicable (originals and one photocopy of all documents and translations)
- Proof of address in the UK (e.g. residence tenancy agreement, police registration certificate or utility bill)
- Guardianship letter if you are under 18 (original document and one photocopy)
- Sponsorship letter if you are a sponsored student (original and one photocopy)

Your course will begin with an induction programme, which will include the following:

- Welcome and introduction
- Enrolment and registration
- Meeting the Student Services staff
- Health and Safety information
- Registration with the Police and the Doctor
- Programme Induction Sessions
- Introduction to the Sports facilities and the Guild of Students
- Evening and weekend social activities, including parties and excursions!

Sample induction programme

DAY

Tuesday

INDUCTION ACTIVITIES

- Welcome and introduction to LIC and the University of Liverpool
- Meet the Learning Support Tutors
- Registration and document check
- Campus Tour
- Evening social activity - City Tour

Wednesday

- Health and safety talk
- Workshop: Getting to know Liverpool
- Workshop: Making the most of your learning

Thursday

- Collection of Study Skills pack
- Programme Induction Session
- Collection of Timetables
- Bank Account registration
- City tour
- Evening social activity – Welcome party

Friday

- Introduction to the University sports clubs and facilities

Saturday

- Guild of Students talk
- Day trip to Chester Zoo

College Facilities

CLASSROOMS

All rooms are bright and spacious, complete with desks, chairs and a whiteboard. There are televisions, DVD's and overhead projectors available for lessons. We also have access to several large lecture theatres on campus.

LIBRARY AND RESOURCE CENTRE

There are two large libraries at the University of Liverpool, both are just a few minutes' walk from LIC. The Sydney Jones Library is the main resource centre for arts, humanities and social studies. The Harold Cohen Library holds the science and engineering resources. Both libraries are home to a vast amount of computing facilities, resources, books and journals, which can be used by all students, no matter which subject they study.

CAFETERIA

The College is situated a short distance from several University cafeterias offering a range of competitively priced food. There are also many shops, cafes and coffee outlets close to the College.

SPORTS AND GYM FACILITIES

The University Sports Centre is just a few minutes' walk from LIC. Sports facilities offered include indoor and outdoor sports courts, 33 metre swimming pool, dance studio, 100-station fitness suite with the latest Cybex equipment and a free weights area. These are offered at a discount student rate and can be booked privately, or you can join one of the many sports societies the University of Liverpool and LIC have to offer. You will need your student ID to become a full member of the gym, so make sure that you apply for your student ID card before you depart.

ACTIVITIES/SOCIAL PROGRAMME

LIC arranges a variety of social activities for students ranging from parties, shopping trips and theme parks to day trips to the beautiful English countryside. It is recommended that students join the LIC Society to make the most of extra-curriculum activities and enjoy the benefits of student discounts



The Sydney Jones Library

College timetable

Classes at LIC run from Monday to Friday. Classes start at 9am, 11am, 1pm and 3pm. You may have a class at any of these times. All students will have some free periods in which to take a break, work in a group, study in the library, play sports etc.

Below is an example timetable. Class times are subject to change and you should only use this timetable as an example of what type of structure to expect.

MORNING TIMETABLE

9.00 - 11.00	Academic Class
11.00 - 13.00	Study Skills Class

AFTERNOON TIMETABLE

13.00 - 15.00	Free period (eat lunch and study in the library)
15.00 - 17.00	Academic Class



Part of the University's sports centre



LIC students finding resources between lessons

Local Information

TRANSPORT - BUSES AND TRAINS

The city centre, University campus and LIC student accommodation are all within walking distance. However, for longer journeys, Liverpool has a very efficient public transport network of buses and trains, including an underground train system. Daily, weekly and monthly travelcards can be bought for cheaper travel around the city. As a student you will receive a substantial discount on your travel fares. There are also hundreds of licensed "black cab" taxis in the city; taxis in Liverpool are very reasonable in price compared to other UK cities.

BANKS AND POST OFFICE

There are numerous banks and post offices in the immediate vicinity of the College. Post boxes are red and located on many street corners.

RESTAURANTS AND CAFÉS

Liverpool has a wide selection of restaurants and cafés catering for a wide range of cuisines.

DEPARTMENT STORES AND SUPERMARKETS

Numerous supermarkets and department stores can be found in the city centre - a short walk from the College. There is also a small supermarket and several convenience stores on campus.

Cost of Living

APPROXIMATE PRICES IN GBP

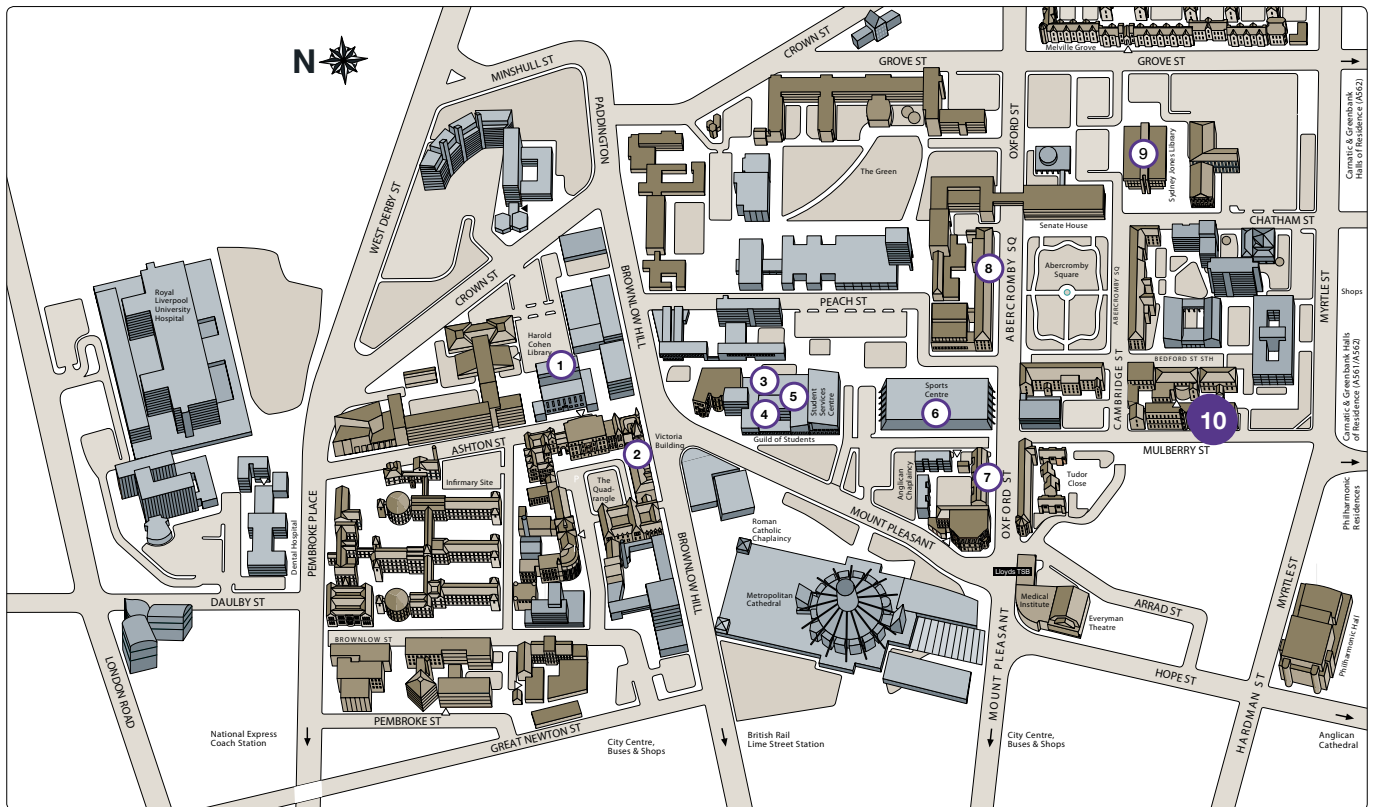
Sandwich	£2.00	Tickets:	
Lunch	£3.50	Cinema	£6-8.00
Hamburger	£3.00	Bus (per journey)	£1.50
Meal in restaurant	£10.00	Monthly travelcard	£40.00
Tea / coffee	£1.50+	or equivalent	
		(approx per month)	

TELEPHONE AND INTERNET

There are public telephones within a two-minute walk of the College. Students can collect a free UK SIM Card from Student Services on arrival at College or alternatively students can buy phone cards from local shops. Please note it is cheaper to make calls in the evenings or on weekends. Internet and email can be accessed throughout the College, University and LIC accommodation.

PLACES OF WORSHIP

There are places of worship for all religions and faiths close to the College. A list of these and their locations is posted at the College.



1. Harold Cohen Library (Science and Engineering)
2. Victoria Building
3. Careers and Employability Service
4. Guild of Students
5. Health Centre

6. Sports Centre
7. Banks and shops
8. 19/23 Abercromby Square
9. Sydney Jones Library (Arts and Social Sciences)
10. Liverpool International College

Residential accommodation

Please refer to your accommodation confirmation and tenancy agreement for specific details of your accommodation.

WHAT TO BRING

You must bring proof of payment for your first instalment, along with your second instalment payment when you arrive. You must also bring your signed tenancy agreement. Without this document, you will not be allowed to enter your accommodation. The accommodation includes appliances and furniture. In the kitchen you will find a cooker, microwave, fridge and freezer. You will be provided with a bedding pack in your room which contains crockery and cooking utensils to prepare your food, as well as a duvet and pillow. Neither personal toiletry items nor towels are included - you can buy these locally or you should bring your own.

YOUR FLAT

Though you will have your own study bedroom, you will be sharing a flat with other students. You are all responsible for keeping the communal areas tidy, clean and hygienic. You must also be careful and keep your door locked. Don't let strangers into your flat. Be considerate of your flatmates and neighbours when playing music or making noise.

LAUNDRY FACILITIES

There are laundry facilities at each accommodation property. You will share several washing machines and dryers with other students in the residence. The average cost per load of washing is approximately £4. An ironing board is provided in your accommodation and students need to purchase their own iron.

SECURITY

You are responsible for keeping your own room secure and for items that are lost or stolen from the accommodation. Therefore, we strongly recommend you keep your door locked at all times. Keep your personal belongings safely stored. LIC advises you to have your own insurance to cover any loss or theft. You can purchase our bespoke Kaplan Care insurance that has been specifically tailored for our students. To find out more about Kaplan Care insurance, please visit www.liverpool.ac.uk/lic or contact your Kaplan representative.

GOING TO AND FROM COLLEGE

All our accommodation properties are situated very close to the College and take between 5 and 15 minutes to walk. Alternatively you can take a bus or taxi to and from the College. Public transport tends to cost around £40 per month and is cheaper if you pay for a monthly pass rather than for single journeys.

Private accommodation

We highly recommend students book College arranged accommodation as this is safe and secure and the College can offer you a higher level of support.

The College does not recommend any particular letting agency. If, you wish to live in private accommodation, however, the University of Liverpool sponsors Liverpool Student Homes, which is a private sector accommodation service providing information on all types of accommodation from houses and flats to larger private developments. For more information, please visit their website at www.studentpad.co.uk/liverpool.

Here are some useful tips for finding suitable private accommodation:

- Check whether the accommodation you are going to see is in a safe area.
- Take a friend with you when you go to view any accommodation. Do not go alone.
- If you are sharing an apartment or house find out who has access to the accommodation.
- Make sure the accommodation has a recent safety certificate - all cookers, electric fires are safe and smoke alarms are fitted. Make sure you switch everything off before you leave the accommodation each day.
- Make sure your room is secure. We strongly recommend that you have insurance for your mobile phone, laptop, camera etc and other valuable items.
- Make sure you get a genuine contract from your landlord.
- Bear in mind that utilities (gas, electricity and water) are not usually included in your rent and can be quite expensive.

Health and Safety

If you or a friend is seriously ill or has had an accident call 999. Stay calm and describe to the operator on the line what type of help you need (ambulance, fire or police) and your location. You may be required to describe any symptoms. Explain as much as you can, don't worry if you are not confident with your English - say as much as you can, as clearly as you can. For further information on health and safety in the UK visit the British council website at www.britishcouncil.org/educ-safety-first.pdf.

MEDICAL AND TRAVEL INSURANCE

All students must have a comprehensive medical and travel insurance plan for the entire duration of their stay in the UK. If you would like to receive more information about Kaplan Care medical and travel insurance, contact your Kaplan representative.

IF YOU GET SICK

If you get sick while you are in the United Kingdom you should visit a doctor. All LIC students must register with the Brownlow Hill Group Practice, which is located close by on campus. It is a good idea to do this during induction week or as soon as possible after you have arrived. If you have a minor illness you can often ask staff at a local chemist for advice. If you are ill, make an appointment to see a doctor and take any relevant insurance or medical documentation with you. You must also inform Student Services of any absences owing to illness.

If you have any ongoing medical concerns or disabilities please inform LIC so that we can offer you as much support as possible during your studies here. Any information given will be treated as confidential.

Medical costs are at the discretion of your local doctor or hospital. A guide to costs in the United Kingdom are as follows:

- A consultation with an NHS doctor - free
- A consultation with a private doctor - minimum £40
- Prescriptions at a chemist - minimum £7.20 per item
- Dental treatment - minimum £50
- Eye tests or new glasses - minimum £30

PROTECTING YOUR BELONGINGS

We recommend that you are always vigilant about your personal belongings no matter where you are, especially cameras, personal music players, laptops and other digital equipment. Kaplan Care insurance covers your personal belongings as long as they are left in a safety deposit box or in your locked accommodation. It is of utter importance however that you take care of your personal belongings at all times.

THINGS TO REMEMBER...

- Call 999 in case of fire, medical emergency or need for the police.
- You are strongly advised to have medical and travel insurance for the duration of your stay in the United Kingdom.



Students relaxing in the conservatory at Liverpool International College

Laws and customs

You may find that laws of the UK differ from those in your home country. You must obey the country's laws and respect its customs. It is important that you understand the laws, rules and customs that you may encounter.

LAWS

- No one under the age of 18 in the United Kingdom may buy or consume alcohol, cigarettes and tobacco. It is against the law to buy alcohol, cigarettes and tobacco for someone you know to be under the age of 18.
- Driving under the influence of alcohol is a very serious crime and police make regular random checks.
- Buying, selling and using drugs (including cannabis) is illegal.
- It is illegal to possess offensive weapons such as knives, guns and chemical spray, even as deterrents or for personal protection against possible assault.

The police and LIC are very strict in enforcing these laws.

LIC'S RULES

LIC has rules that must not be broken. These rules may apply to academic work at College as well as life in your residence.

- If you leave your LIC course, the government may take away your student visa and advise you to return home.
- You must attend all classes. If you do not attend classes your representative and parents may be informed. If you do not then improve your attendance you may be reported to the immigration authorities.
- Always tell LIC if you are going to be absent from college for any reason.
- If you commit a criminal offence or have to be severely disciplined you may be sent home, in which case no refund will be given. We may also inform the immigration authorities.
- Be on time for all your lessons.

CUSTOMS

Customs are an accepted way of behaviour in a country. You need to know the customs of the United Kingdom to help you feel comfortable with people. Some important customs to know include:

Women: Women in the United Kingdom are equal to men and should always be treated fairly. Men and women share equally in household work and childcare.

Queues: Always stand in line and wait your turn when buying tickets, in a bank, post office or waiting for a bus. Keep to the right when standing on escalators.

Friendliness: English people talk to strangers in public areas. This is a great way to practise English, but caution should be taken. You should not give out your address and telephone number, or accept inappropriate invitations. Although most people are friendly, some may be reluctant to speak with strangers.

Please and Thank you: These are very important words! Always use them if you ask someone to do something for you, or if they help you or give you information.

THINGS TO REMEMBER...

- If you are under 18 years of age it is illegal to drink alcohol
- Buying, selling and using drugs (including cannabis) is illegal
- Notify LIC if you are going to be absent from College
- Women are treated equally to men in the UK
- Remember to say please and thank you

Important Dates to Remember

NATIONAL HOLIDAYS 2012

New Year	02/01/2012	Spring Bank Holiday	04/06/2012
Good Friday	06/04/2012	Queen's Diamond Jubilee	05/06/2012
Easter Monday	09/04/2012	Summer Bank Holiday	27/08/2012
Early May Bank Holiday	07/05/2012		

The dates above are the dates for observed holidays in 2012. For holiday dates in other years, consult your Kaplan representative.

LIC's term dates for students starting in 2012 are as follows:

Spring Term - 17th January 2012 to 14th April 2012
 Summer Term - 15th May 2012 to 10th August 2012
 Autumn Term - 11th September 2012 to 7th December 2012

There will be no classes during each vacation period between the end of one term and the beginning of the next. If students wish to return to their home country between terms, we strongly advise that they do not leave the UK until examination results are received or they can ensure that they will be present at LIC for any re-sit examinations.

We look forward to seeing you at Liverpool International College. If you have additional questions please ask our staff on arrival.

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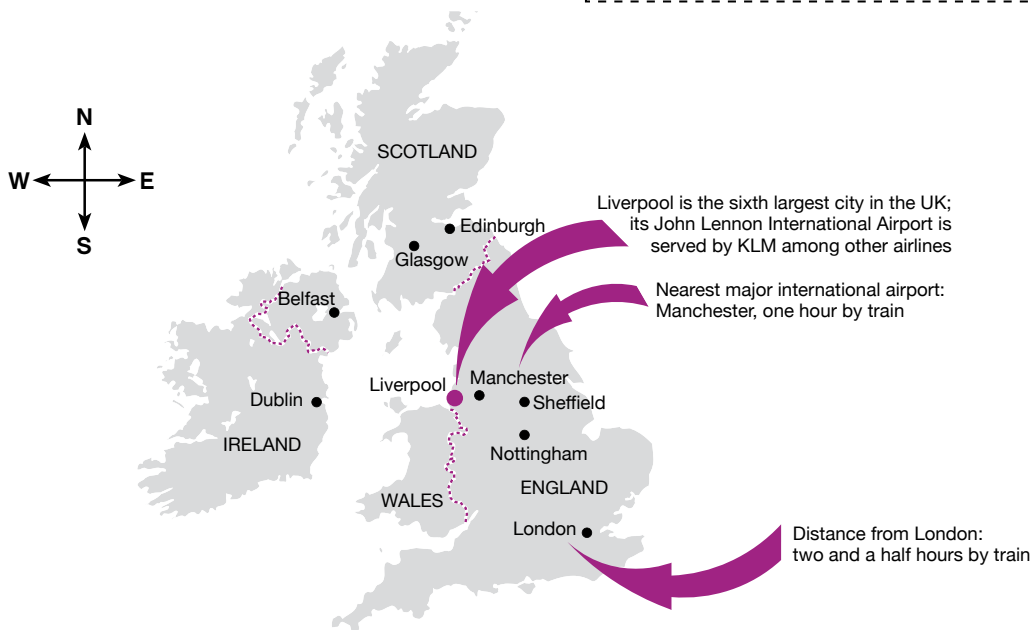
Keep these numbers with you at all times!

LIC Arrivals Emergency Number:

+44 (0) 7565 097 795

**Emergency Services Number
(Police, Fire, Ambulance):**

999



Information in this guide is subject to change. Published February 2012.