Orientation and enrolment booklet
September 2013

No.1 modern university in London
The Guardian University Guide 2013

No.1 modern university in London for graduate employment
HESA, July 2013
I am delighted that you have chosen to study with us and are looking forward to seeing you at our International Induction and Enrolment commencing Monday 9 September 2013. This guide provides you with detailed information about the activities we have arranged for you in your first few two weeks here, with useful sessions including ‘how to find a part-time job’ and ‘how to manage your finances’, which always prove to be popular, as well as a series of social activities in and around London where you can meet fellow students and starting building lifelong friendships.

It has been a wonderful and warm summer here in west London, and we have all enjoyed relaxing in the parks on our doorstep and eating at the local street cafes in our free time. We hope the sun will continue to shine for your arrival, but we have compiled some useful tips on what to pack in your suitcase and hand luggage for your travel to London.

Please view our website at www.uwl.ac.uk/beforeyouleave

On behalf of the International team and all my colleagues, we wish you a pleasant journey to our campus and look forward to greeting you for the start of this exciting new adventure studying with us, the Number 1 modern university in London.

Best wishes

Mary McCrindle
Director of International Office
Two week induction programme: overview

Detailed programme for compulsory enrolment days on Monday 9 September and Tuesday 10 September 2013

Social activities for International Students

Useful contact numbers

Map of Ealing

Important things you need to remember and do during enrolment
Two week induction programme schedule: overview

Our induction programme lasts two weeks. Some events are compulsory so please ensure you attend the events highlighted in bold. Other activities are optional and are designed to help you make the most of your experience at the University of West London and to introduce you to new friends.

Week one

Monday 9 September
Compulsory Enrolment and Induction events all day
Tea with the Vice-Chancellor and Heads of Schools
9.30am – 5pm
3pm – 4.30pm

Tuesday 10 September
Compulsory Enrolment and Induction events all day
Welcome Party for International Students
9.30am – 5pm
7pm – late *

Thursday 12 September
Royal Windsor Walk and Traditional Fish and Chip Supper
4.15pm – 8pm*

Saturday 14 September
Trip to St Paul’s Cathedral and London Sightseeing
10.30am - 5pm*

Week two

Tuesday 17 September
University Freshers’ Fair
Ten pin bowling at ‘Tenpin Acton’
All day walk in
6pm –10pm*

Wednesday 18 September
University Freshers’ Fair
All day walk in

Thursday 19 September
‘Give it a go’ day with the Students’ Union
All day walk in

Friday 20 September
Day trip to Brighton Beach and the Royal Pavilion
9am-8pm*

*There will be notice boards on the ground floor of the Teaching Centre with more details of each event. Please also confirm your attendance at the International Office booth. You will need to sign up for these events as they are very popular with students and they are a great way of making new friends.

Please note that on Monday 9 and Tuesday 10 September local banks will be coming on site to help you open a bank account.

Other University services will also be organising an activity programme for all students and further details will be available soon.
Welcome and induction

Monday 9 September 2013
Morning schedule in detail
Room: Dr William Barry Theatre
Time: 9.30am – 12.30pm

9.30am  Welcome to University of West London
9.40am  Welcome from the International Office and social activities for the week
10am   Welcome ice breaker with the Students’ Union
10.45am Information about the local area including food shopping, faith venues, social activities and other useful information
11.10am Break
11.30am Your immigration responsibilities on your student visa
12noon Finance and how to manage your money
12.15pm Finding a part-time job while you study and making the most of your long-term career opportunities
12.25pm Your enrolment group for compulsory registration
12.30pm Lunch break
# Enrolment and introduction to university services

**Monday 9 September 2013: full day schedule**

<table>
<thead>
<tr>
<th>GROUP A</th>
<th>GROUP B</th>
<th>GROUP C</th>
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<tbody>
<tr>
<td><strong>Welcome and Induction</strong>&lt;br&gt;<strong>Time:</strong> 9.30am – 12.30pm&lt;br&gt;<strong>Room:</strong> Dr William Barry Theatre</td>
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<td><strong>Lunch</strong></td>
<td><strong>Lunch</strong></td>
<td><strong>Lunch</strong></td>
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<tr>
<td><strong>Time:</strong> 1pm&lt;br&gt;<strong>Room:</strong> Ground floor Teaching Centre&lt;br&gt;<strong>Action:</strong> Enrol</td>
<td><strong>Time:</strong> 1pm&lt;br&gt;<strong>Room:</strong> To be considered&lt;br&gt;<strong>Action:</strong> Library Tour</td>
<td><strong>Time:</strong> 2pm&lt;br&gt;<strong>Room:</strong> To be considered&lt;br&gt;<strong>Action:</strong> Library Tour</td>
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Afternoon tea with the Vice-Chancellor, Heads of Schools and Heads of Services in Pillars Restaurant.<br>**Time:** 3pm – 4.30pm<br>**Location:** Pillars Restaurant, St Mary’s Road

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**Tuesday 10 September 2013: full day schedule**

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<th>GROUP A</th>
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<th>GROUP C</th>
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<tbody>
<tr>
<td><strong>Essential Information</strong>&lt;br&gt;<strong>Time:</strong> 9.30am&lt;br&gt;<strong>Room:</strong> To be considered&lt;br&gt;<strong>Action:</strong> Library Tour</td>
<td><strong>Time:</strong> 9.30am&lt;br&gt;<strong>Room:</strong> Ground Floor Teaching Centre&lt;br&gt;<strong>Action:</strong> Enrol</td>
<td><strong>Time:</strong> 1pm&lt;br&gt;<strong>Room:</strong> Ground floor Teaching Centre&lt;br&gt;<strong>Action:</strong> Enrol</td>
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International students welcome party – Tuesday 10 September
An evening party for all new International students hosted by our Students’ Union.
Time: 7pm – late
Location: To be considered
Fee: free of charge

Royal Windsor walk and traditional fish and chip supper – Thursday 12 September
A guided tour around the town of Windsor, past the Castle and Great Park, followed by a traditional fish and chip supper. A coach will leave the Ealing site at 4.15pm promptly and return around 8pm.
Time: 4.15pm – 8pm
Location: Meet at main reception, St Mary’s Road, Ealing Site
Fee: £5

Trip to St Paul’s Cathedral and London Sightseeing – Saturday 14 September
A guided tour around St Paul’s Cathedral in London and walking tour of some of London’s most famous sights. The group will meet at 10.30am at Ealing Broadway Station.
Time: 10.30am
Location: Ealing Broadway Station
Fee: £4 (St Paul’s Entrance) plus tube fare

Ten Pin Bowling – Tuesday 17 September
An evening of ten pin bowling at Tenpin Acton
Time: 6pm–10pm
Location: Meet at main reception, St Mary’s Road, Ealing Site
Fee: £6 plus tube fare

Brighton Beach and Royal Pavilion – Friday 20 September
A guided tour of Brighton beach and the historical Royal Pavilion. A coach will leave St Mary’s Road Reception at 9am and return at around 8pm.
Time: 9am – 8pm
Location: Meet at main reception, St Mary’s Road, Ealing Site
Fee: £10 plus please bring extra money to buy lunch
Useful contact numbers

Main switchboard and general enquiries for the University:

- From within the UK, free phone: 0800 036 8888
- From outside the UK, international number: +44 (0)20 8231 2468
- General enquiries for the Berkshire Hub only: +44 (0)20 8209 4200

One Stop Shop
The One Stop Shop, deals with all student service enquiries relating to accommodation, general student advice, funding advice, immigration advice, disability support, health and wellbeing including health and counseling, and chaplaincy.

Funding, accommodation, general advice and information
tel: +44 (0)20 8231 2573 / 2991
fax: +44 (0)20 8231 2587
e-mail: onestopshop@uwl.ac.uk

Disability support
tel: +44 (0)20 8231 2739
e-mail: disability.support@uwl.ac.uk

Student advice (visa and specialised)
tel: +44 (0)20 8231 2571
e-mail: student.advice@uwl.ac.uk

Counselling
tel: +44 (0)20 8231 2218
e-mail: counsellor@uwl.ac.uk

Centre for Employability and Employer Enagement
Please use the Careers service if you want to find employment whilst you are studying, as well as to plan ahead for a long-term job.
tel: +44 (0)20 8231 2700
e-mail: employmentservices@uwl.ac.uk
Students’ Union

West London Students’ Union for your student experience, clubs and societies, and recreational activities.

tel: +44 (0)20 8231 2276
email: su.info@uwl.ac.uk
www.westlondonsu.com

Student IT support

For students requiring assistance with online services, see how to get help with:

- West London Online (Blackboard)
- Student email
tel: +44 (0)30 0111 4895

- MyRegistry
tel: +44 (0)20 8231 2310 (option 2)

- Problem with your UWL ID card
tel: +44 (0)20 8231 2070

Emergency:

Police, Ambulance or Fire Services – Dial 999

Police - non emergency – Dial 101

For medical emergencies your nearest hospital is Ealing Hospital
address: Uxbridge Road Southall, Middlesex UB1 3HW
tel: +44 (0)20 8967 5000

For non urgent medical problems contact your General Practitioner (GP).
You can get a list of local GPs from the One Stop Shop.
University Buildings

1. Ealing Site
   - Academic Office
   - Administration
   - Bookshop
   - Ealing Law School
   - Ealing School of Art, Design and Media
   - Library
   - London College of Music
   - London School of Hospitality and Tourism
   - Pillars Restaurant
   - School of Computing and Technology
   - Student Services
   - Students’ Union
   - Teaching Centre
   - University Accommodation Service
   - The Business School

2. Walpole House
   - Administration

Ealing Studios
   - Ealing School of Art, Design and Media
   - London College of Music

Vestry Hall
   - London College of Music

Brentford Site
   - College of Nursing, Midwifery and Healthcare
   - Library
   - Paragon Residential Accommodation
   - School of Psychology, Social Work and Human Sciences
   - The Business School

Bramley Road Surgery
   - Designated Parking
   - Staff and Student Parking

Additional Information

1. Broadway Shopping Centre
2. Arcadia Shopping Centre
3. Ealing Town Hall
4. Ealing Civic Centre
5. Ealing Studios
6. Questors Theatre
7. Acton Hospital
8. Leisure Centre
9. Library
10. Sports Centre
11. Parking
We wish you every success with your studies at the University of West London
Important things that you need to know and do during enrolment

My University of West London Student ID number ____________________________

My course

My course meeting details are:
Date ____________________________
Time ____________________________
Location/room ____________________________

For information about the first meeting of your course, and to complete the above, please go to www.uwl.ac.uk/intfirstday
Please note that your course meeting is compulsory to attend.

<table>
<thead>
<tr>
<th>MY CHECKLIST</th>
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<tbody>
<tr>
<td>You will need your passport, CAS letter and all your original certificates</td>
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<tr>
<td>Attend the compulsory Induction Programme for International students at the</td>
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<tr>
<td>University of West London on Monday 9 September 2013 and Tuesday 10 September</td>
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<td>2013</td>
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<tr>
<td>Activate your University of West London email account</td>
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<td>See the Finance Team to make arrangements to pay your fees, or set up a</td>
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<td>payment plan</td>
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<tr>
<td>Get your bank letter (issued for you during enrolment) and open a bank</td>
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<tr>
<td>account</td>
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<tr>
<td>Get your University Student ID Card</td>
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<tr>
<td>Attend your course registration meeting where you will get to meet your</td>
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<td>Course Leader, receive your timetable and meet other students who will be</td>
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<tr>
<td>on the course with you</td>
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<td>Register with the disability support team (if you need disability support)</td>
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<td>Register with the Police if required (see your passport)</td>
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<tr>
<td>Attend Library Tour</td>
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<td>Register with a local doctors surgery, further information available at the</td>
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<tr>
<td>One Stop Shop</td>
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<tr>
<td>Register for your National Insurance Card so that you can work part-time.</td>
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<tr>
<td>Please visit the Careers office for further information on how to register</td>
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<tr>
<td>Visit the Careers office for information on how to register for jobs and</td>
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<td>prepare your CV/resume</td>
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You can view more information at:
www.uwl.ac.uk/intwelcome