



UNIVERSITY of
BRADFORD

International College

Student Checklist



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for more detail
on each point



[oxfordinternational.com/
pre-arrivals/ubic-pre-arrival/
student-checklist](https://oxfordinternational.com/pre-arrivals/ubic-pre-arrival/student-checklist)

Checklist

1 Create a UKVI Account

Physical BRPs have been replaced by eVisas. You will need to create a UKVI account to be able to access your eVisa. You do not have to pay to create a UKVI account

Go to the UK Visas and Immigration (UKVI) website and register for an account (<https://www.gov.uk/get-access-evisa>)

2 Confirm Your Identity Using the 'UK Immigration ID Check' App

Download and install the 'UK Immigration ID Check' app on your smartphone.

Complete the identity verification process as guided by the app.

3 Connect to University Wi-Fi

4 Collect your Student ID Card

5 Check your induction timetable and attend all sessions

6 Access your teaching timetable and keep it handy

7 Get a UK SIM card

8 Attend College Welcome/Social Events

9 Learn about what the University has to offer: Discover Student Union, Clubs, Societies etc.

10 Register with a UK based Doctor (GP) and Dentist

11 Open a UK bank account

12 Apply for National Insurance Number if you intend to work part-time during your studies

13 Follow us on social media to get the latest College news

14 Stay updated with the latest university news and career opportunities by signing up for Handshake

bradford.joinhandshake.co.uk/edu

15 Use the campus map to explore University of Bradford and get to know your surroundings

16 Familiarise yourself with the support available

Kevin Dunkerley - Designated Safeguarding Lead (DSL)

Tracey March - Deputy Designated Safeguarding Lead (DDSL)

Vincent Blackwell - UBIC Student Support Manager, Mental Health First Aid and First Aider

Hamzah Ali - UBIC Attendance Monitor and First Aider

Ayesha Zeb - Student Experience Officer and Mental Health First Aider

Anju Ravi - Senior Academic Administrator, Mental Health First Aider

Mohamed Salem - Mental Health First Aid

Sophie Bethell - Academic Administrator and Student Support

17 Support in the event of an emergency

Security is in operation on the University Campus 24 hours a day, 7 days a week. You can contact security via the safe zone app or by calling 01274 238888. All University security guards are first aid trained.

You can contact the Police, Fire or Ambulance service by calling 999, this number should only be used in case of emergencies. For non-emergencies you can contact these services by calling 101.

18 Save the college contact information and reach out when you need

University of Bradford International College

Richmond Building, Floor F, Room F02
Richmond Road,
Bradford,
BD7 1DP

Alternatively, Whatsapp our Student Experience Officer +44 (0)7442183797
Email: internationalcollege@bradford.ac.uk

19 If you intend to work, the college team can refer you to the University careers Team

20 Check you have access to Canvas

21 Get in touch with your Programme Leader

22 Read and agree to the attendance policy

We remind all students the importance of regular attendance and compliance with both the college's requirements and UK Visa and Immigration (UKVI) regulations. Your studies should be your top priority, with up to 22 hours per week of scheduled lessons and an additional 11 hours of self-study, subject to change based on your programme. Failing to meet attendance expectations can lead to serious consequences, including termination of your studies and visa cancellation.

We monitor attendance through electronic systems and tutor registers, as maintaining satisfactory attendance is a visa condition. Regular attendance is vital not only for your academic success but also for visa compliance and future applications. In cases of illness or emergencies, you must inform the college at internationalcollegeattendance@bradford.ac.uk and may need to submit an absence request form with supporting evidence from your registered GP. For assistance or clarification, students are encouraged to reach out to the attendance office.

23 Read the student handbook

24 Clear all outstanding fees or set up an instalment plan



SUPPORT AVAILABLE

College teams are available to support you throughout your journey. Please review this list and contact the relevant teams to ensure you have the best experience at the College.

Student Support Team

- Assist you with enrolment and settling into your life at UBIC
- Should be your first point of contact if you have any personal, financial or welfare issues
- Can provide First aid and Mental Health First aid to students
- Can refer you to the counselling, mental health, and disability teams at the University
- Can issue you a transcript or provide details on results and re-assessments
- Can help you with timetable issues
- Assist with attendance issues
- Provide a duty of care for U18s and pregnant students

University while studying at the College and beyond

- IT Support
- Student Life Team
- Library and Learning Centre
- Careers advice
- Academic skills advice
- Accommodation advice

Student Union

The Student Union's primary mission is to promote and represent student interests throughout the University. The Student Union also offers advice, guidance and support to students along with access to facilities for social and recreational events. As a student of UBIC, you are automatically a member of the student union and have access

to its facilities and support services. The student union can be contacted by phone at 01274 23 3300, by email at: ubu@bradford.ac.uk, or through their website at <https://www.bradfordunisu.co.uk/>. For information on the type of help and advice the student union offers visit: <https://www.bradfordunisu.co.uk/get-help>. The student union is also the place to go to join clubs associated with your favorite hobbies. There are around 50 sports and activity clubs which will give you the chance to try something new, go on adventures and meet new friends. You can also get the opportunity to represent Bradford University in various sports and other events. If you are interested in joining any of the Student Union activities or have an idea for a new society make sure you get in touch with the College Student support team who will be happy to help you.

Programme Lead

Your Programme Lead will:

- Support you through university life and help you to get the most from your studies
- Discuss any issues that are stopping you from engaging effectively with your modules, and work with you to find resolutions
- Help you to focus on your personal and professional development, including your career aspirations
- Be a point of contact for you to raise academic issues
- Be available to offer advice, support or guidance, or to direct you to appropriate sources of assistance in the University



Scan the QR code to access additional information related to the checklist

