

Student Checklist



Scan here
for more detail
on each point



oxfordinternational.com/pre-arrivals/ugic-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Physical BRPs have been replaced by eVisas.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 Complete face-to-face registration where you will also collect your Student ID Card.

September intake: Please register at the Queen Anne Building

January intake: Please register at the Dreadnought building

5 Check your Induction Schedule and attend all sessions at Bounty House

6 Get a UK SIM Card

7 Set up your student email mailbox where you will receive your timetable

8 Register with a Doctor (GP) and a Dentist

9 Report any medical conditions to the Welfare Team

Email: UGICWelfare@greenwich.ac.uk

10 Open a UK Bank Account

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

12 Explore the University of Greenwich and get to know your surroundings.

Scan to view
[campus map](#)



13 Learn about what the university has to offer: Discover Student Union, Clubs, Societies etc

14 Familiarise yourself with the support available

UGIC Student Welfare Team:
UGICWelfare@greenwich.ac.uk

UGIC Student Finance Team:
UGICFinance@greenwich.ac.uk

UGIC Student Attendance Team:
UGICAttendance@greenwich.ac.uk

UGIC Student Experience Team:
ugic-seo@oxfordinternational.com

UGIC Student Services Support:
ugic-admin@greenwich.ac.uk

15 Provide the college with your current personal information i.e. your UK address, your UK phone number etc.

16 In the event of an emergency

UGIC Campus Security: 02083317970

Emergency Police/Ambulance/Fire
call - 999

17 Download the Safezone App

Register with your university logins:
For example: xx1234y@gre.ac.uk

18 Save the college contact details and reach out if needed

University of Greenwich International College

Bounty House,
London,
SE8 3DE

Tel No: +44 (0)20 8331 7567

Email: ugic-admin@greenwich.ac.uk

19 Read, understand 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 ugicattendance@greenwich.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.

20 Read and understand the Academic Misconduct Policy

21 Clear all your outstanding tuition fees

Scan for
checklist
details



College Student Services Team

The UGIC Student Services Team are key people

you can speak with and get help for:

- Student letters and bank letters
- Student wellbeing and welfare
- Student finance and student loans
- Student attendance
- Student – Tutor meeting arrangements
- Attendance
- Student records and exams

Email: Ugic-Admin@greenwich.ac.uk

Personal Tutor

Each student will be appointed a personal tutor and will be expected to attend a two-hour personal tutorial session each week. Personal tutorial sessions cover issues such as culture shock and home-sickness, time management, dealing with stress, preparing for exams and assessments. The sessions consist of group activities and discussions and some one-on-one discussions with the tutor. Students are encouraged to discuss issues with their personal tutor at any time.

Student Union

The UoG Students' Union is a democratic organisation run by students for students and has over 20,000 members. The Union represents student views to the University and provides support services to all its members. As a UGIC student, you are a member of the Students' Union and encouraged to join one of the many student societies and take part in any of the SU events.

www.greenwichsu.co.uk/

University Support Services

- Academic support
- Wellbeing support
- Report and Support team
- IT Services: email itservicesdesk@gre.ac.uk or call +44 (0)20 8331 7555

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

