



International
College Dundee
University of Dundee



**International College Dundee
University of Dundee**

Pre-Arrival Handbook





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Getting ready

Congratulations on being accepted to study at International College Dundee. You are probably wondering what your next steps should be. What do you need to do in order to start your studies? Well what follows are some helpful suggestions and guidance on what to do next.



1.1: Apply for your visa (if required)

Before you travel to the UK to start your studies at International College Dundee you will need to apply for a Tier 4 Student Visa. To do so, you will need your Confirmation of Acceptance for Study (CAS) letter, which you should have received when you were accepted. With the CAS letter, you can apply for a Tier 4 Student Visa at the local British Embassy. This needs to be done as soon as possible as this process can sometimes take longer than you think.

1.2: Look for accommodation

Before you start at ICD, you need to consider where you will live while you are here. Now you have received your CAS the Residences Team at the University of Dundee will have emailed you regarding University accommodation, they offer self-catering, single bedrooms with en-suite shower & toilet across 4 sites. You can see them here: <https://www.dundee.ac.uk/accommodation>

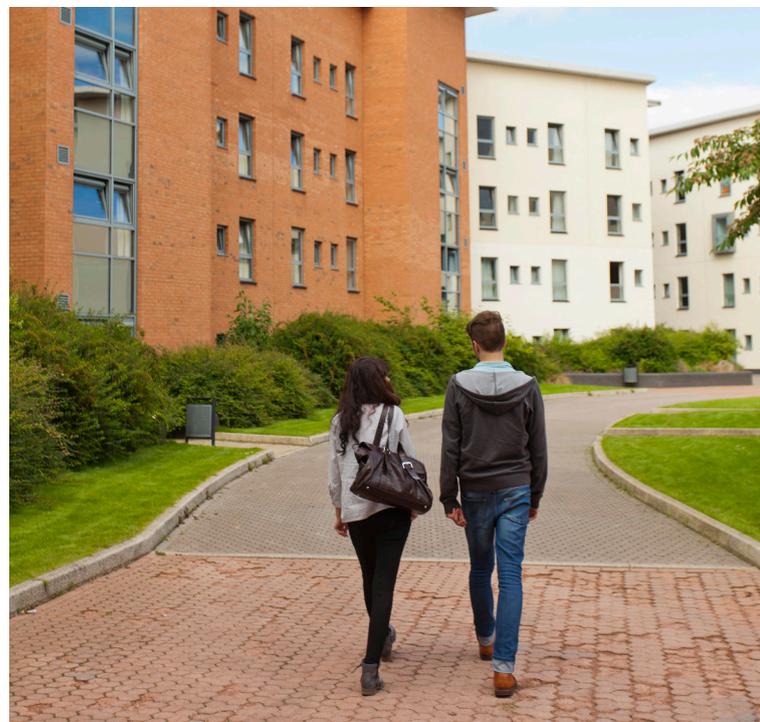
Steps to apply for University Accommodation

- Accept your course offer. Firmly accept your course offer for Dundee as your first choice.
- Check your University of Dundee Email address (ending @dundee.ac.uk). The University will send you an email to this account with instructions on how to apply for accommodation.
- Apply for your room. You will need to make a choice at this stage on which accommodation you would like to apply for. Have a look at the various options and choose your preferences.
- Accept your room offer. The Residences Office will make you an offer for a specific room. You will need to accept this offer and pay a fee to secure the booking before the deadline to confirm your accommodation.

If you prefer private accommodation, Dundee University Student's Association offer advice, and a list of accredited Landlords. The International Advice Service also provide some guidance on private renting. <https://www.dundee.ac.uk/international/support/factsheets/> (Factsheet 17). It is important to remember that whilst University accommodation includes all bills, private sector accommodation may not. You may not need to pay Council Tax more information can be found here: <https://www.dundee.ac.uk/student-services/student-funding/council-tax/>.

1.3: Book your flights to the UK

When you have your visa and confirmed accommodation in Dundee, it is time to book your flights.



Packing for your trip

2.1: Luggage and weight

One of the first things to consider is the luggage and weight allowance for your flights. It is recommended that you contact the airline you are flying with or the travel agency if you have any questions. Several common questions are 'how many pieces of luggage you are allowed', or 'how heavy each piece of luggage can be.' The airline or travel agency will help you answer these questions.

2.2: Clothing

The good news is Dundee is known as one of the sunniest places in Scotland with an average of 1,400 hours of sunshine a year. Dundee though is also part of the UK and the weather here is notably unpredictable. Dundee on average will experience 124 days of rain and 48 days with frost each year. The average temperature in the winter is often between 0°C and 6°C and 11°C and 24°C during the summer. Dundee can be very windy with average wind speeds around 7 Knots/12.94KPH/8MPH. It is suggested that you layer clothing in order to deal with the changes in wind and temperature throughout the day and the year.

The University of Dundee campus is centrally located, so you will be able to buy many of the clothes you need here in the UK, but you should pack some warm clothes and a waterproof jacket for those unpredictable weather changes.

2.3: Money

Once you have arrived in Dundee you will be able to setup a bank account. This can often take some time for students. Students therefore are recommended to have access to around £1,000. We suggest though that you do not carry around large sums of money. Instead have only a small amount of money on you with the rest in either pre-paid money card, debit card, or a credit card. There are two cash machines available on campus once you arrive. Both are located at the Student Union.

2.4: Laptops and mobile phones

Many students like to have their own personal laptops and tablets on campus. Such devices can be of use in class and for study when in your Halls of Residence. University of Dundee students get Microsoft Office 365, including desktop, mobile and tablet installation for free. Access to a mobile phone will help you keep in touch with family back home and the friends you will make in Dundee. For those who cannot or do not wish to bring a laptop, there are computers and IT facilities available to you throughout the University. University Students have wifi access via Eduroam, your University username and password will allow you to connect as soon as you are matriculated.

2.5: Electrical equipment

Different electrical voltage and plugs are something we often overlook. Many people forget that different countries have different voltage standards and plugs. The UK uses a three-pin plug with voltage at 240v. Most laptops and mobile phones are ready for worldwide usage, but other devices might be only for 120v and might be damaged if used at 240v. For all devices, remember to bring plug adaptors for the three-pin plug standard. This will allow you to continue to use your devices once you arrive in Dundee.

2.6: Toiletries

Make sure you have packed your towels, toothbrush, toothpaste, shampoo, and any other toiletries you might need for the first few days/weeks. There are shops around the city centre where you will be able to get more once you've settled in and had a chance to explore your surroundings, but it will be useful to have some toiletries when you arrive.



2.7: Prescription medication

Make sure to pack any prescription medication you might need. Have your doctor's prescription together with any medication as you might need to present it at Customs when you enter the UK.

2.8: All your important documents

One of the most important parts of packing for your trip is to make sure you have all your important documents easily accessible. You will need many of these documents at every stage of your trip from the moment you set out to the moment you finally matriculate (register) at ICD.



! CHECKLIST OF IMPORTANT DOCUMENTS !

-  Passport (original and a photocopy of the photo page)
-  Visa from the British Embassy (original and a photocopy)
-  University of Dundee acceptance letter
-  CAS Letter
-  Medical Screening Certificate (if applicable)
-  Biometric Residence Permit (BRP) Collection Letter/BRP Card
-  Proof of Qualifications (Originals and photocopies)
-  Proof of English language certificates
-  Evidence of payment in full of tuition fees or evidence of funds to pay tuition fees (see below a list of what should be printed)
-  Three colour passport photographs of yourself
-  Evidence of payment of Immigration Health Surcharge

When you arrive

Your flight has landed and you are now in the UK. So what's next? Immigration and Passport Control.

3.1 Immigration and passport control

Passing through Immigration and Passport control can often be stressful.

Here are a few steps that will help you:

- 
 Make sure you complete the Landing Card before you enter the Immigration Hall. Details on your UK contact address for the form can be found on your CAS letter and on your acceptance letter from the University of Dundee.
- 
 Make sure your Passport is ready for presentation to UK Border Force officers. If your passport is in a protective wallet, take it out before you present it to the Border Force officer.

**FINALLY,
REMEMBER
TO ENJOY
THE
JOURNEY**

The **Entry Clearance Officer** will check that you have the full financial funds to pay for your studies. They will want to see:

Proof of Tuition Fees paid and Maintenance Funds

- Your CAS statement (this shows the pre-payments you have made towards tuition fees/accommodation)
- CAS statement changes (Receipt or UKVI Screenshot printouts of payments you have made to the University of Dundee after your CAS statement was issued)
- Most recent bank statement (NOT the bank statement used for Visa approval)

Proof of your Identity

- Passport
- Visa
- Biometric Residency Card or Letter (if applicable)

Proof of your Course of Studies

- University of Dundee Admissions letter
- Original qualifications
- English Language Certificates

The immigration officer may refuse entry if he or she has any doubts about your documentation - however this is unlikely. If it does happen, ask the immigration authorities to contact the University International Office for confirmation of your student status. The number is **+44 (0)1382 388 111** (between 9am - 5pm). At other times a message can be left on the answer-phone. You can also contact the Immigration Advisory Service for help, during office hours, in London on **+44 (0)870 606 7766** or Glasgow on **+44 (0)141 248 2956**. If you are under 18 you must inform the ICD Administration team of your expected arrival time and port of entry, at least 72 hours in advance on **+44 (0)1382 388631** or ICD-Office@dundee.ac.uk so that we can check that you have arrived safely.

IMPORTANT CONTACT INFORMATION

Name	Phone Number	Hours of Operation
University of Dundee International Office	+44 (0)1382 388 111	Monday to Friday: 9am - 5pm
Immigration Advisory Service: London	+44 (0)870 606 7766	Monday to Friday: 9am - 5pm
Immigration Advisory Service: Glasgow	+44 (0)141 248 2956	Monday to Friday: 8am - 5pm



3.2: Luggage collection and customs control

Once through Immigration and Passport Control you will head towards Luggage Collection and UK Customs. At Luggage Collection you will pick up your bags and any other luggage you have brought with you.

If your luggage is not here, speak to your airline. The airline will help find your luggage. If your luggage for some reason did not arrive with you the airline will collect and deliver it to Dundee. They will ask you for an address in Dundee, this should be your accommodation address. If for some reason you cannot remember what your address is you should give the airline the phone number for the International Office.

International Office: +44 (0)1382 388 111

The next stop is that of Customs Control. There will be two choices at this point. Either **Nothing to Declare** or **Goods to Declare**. If you have **nothing to declare** you should pass through the **green channel** and out into the main arrivals area of the airport.

If you have **Goods to Declare** you should pass through the **red channel**. Here Border Enforcement Agents will ask to look through your luggage and will explain the steps they will take.

If you are unsure of what Goods to Declare, check the Customs website: <https://www.gov.uk/duty-free-goods/declaring-goods>



3.3: Travel to Dundee

Now that you have made it through Immigration Control, Luggage Collection, and Customs Control you will be on the Landside of the Airport. It's time to travel on to Dundee. There are several ways to get to Dundee. If you are flying into Edinburgh, Glasgow, Prestwick, or Aberdeen airports you can reach Dundee via several routes.

Travel by Bus or Train.

There are direct buses and trains from Edinburgh, Glasgow, and Aberdeen. All trains to Aberdeen will stop in Dundee. If you are flying in from Prestwick you will need to change at Glasgow. Prestwick Airport has its own bus and Train stations with services to Glasgow.

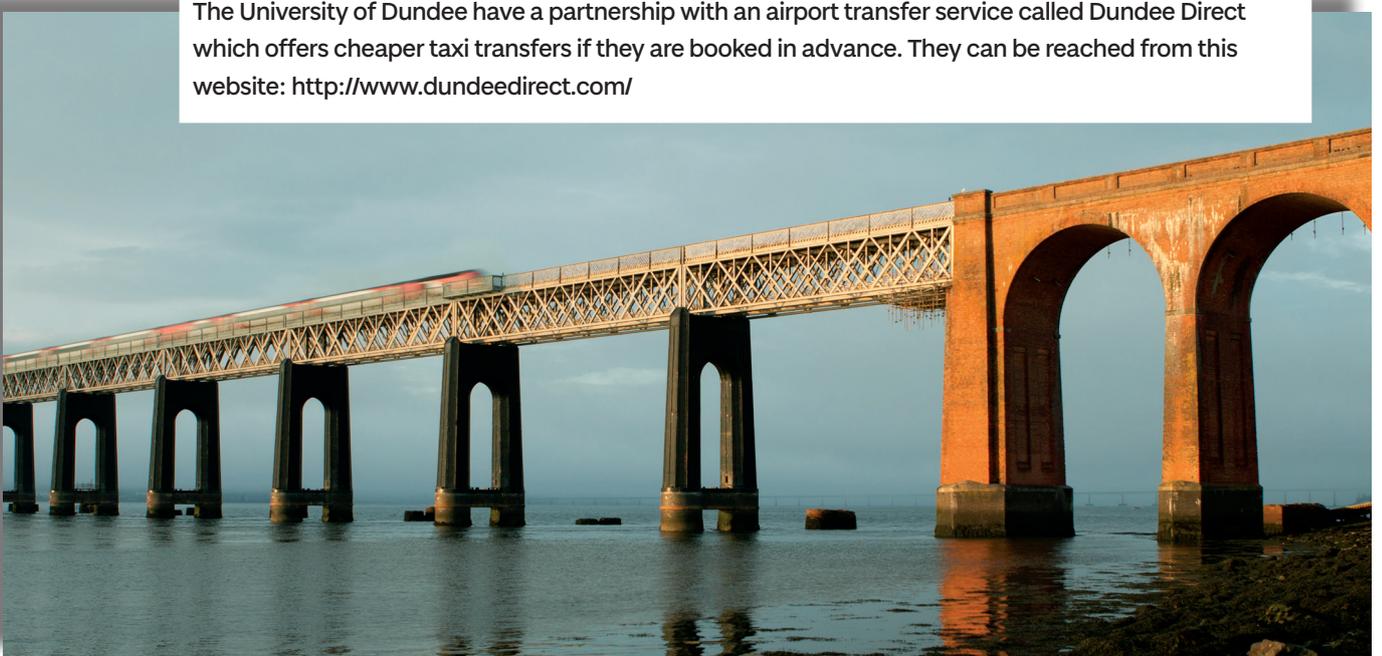
Xplore are running a bus service from Edinburgh Airport direct to Dundee every 90 minutes from as little as £12. You must book in advance at www.xploredundee.com or www.nationalexpress.com

Travel by Taxi.

Taxis are available outside the four airport terminals. This is the quickest but also the most expensive option for reaching Dundee.

Airport Transfer by Dundee Direct.

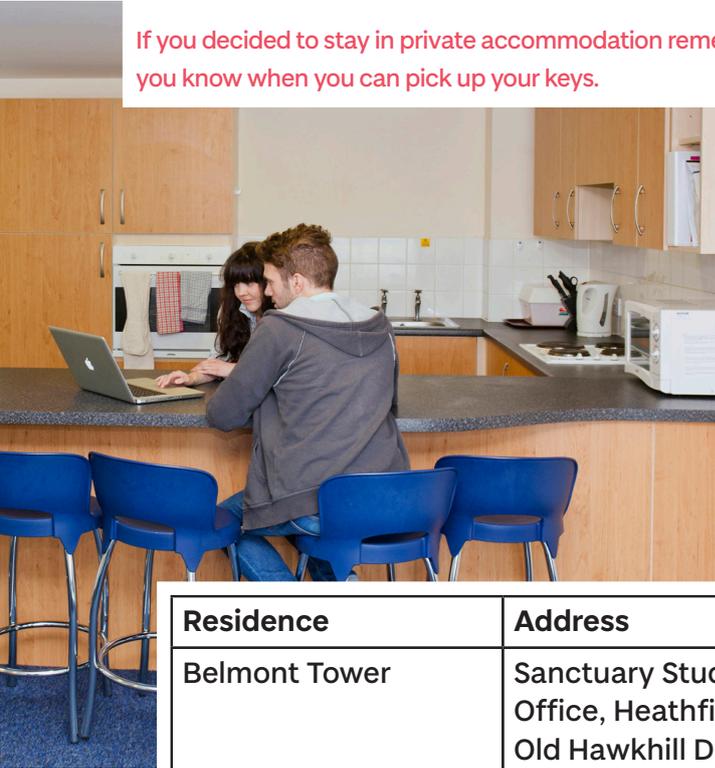
The University of Dundee have a partnership with an airport transfer service called Dundee Direct which offers cheaper taxi transfers if they are booked in advance. They can be reached from this website: <http://www.dundeedirect.com/>



Getting to your accommodation

Once you get to Dundee, you will need to collect your keys and move into your new room. On this page is a list of the various addresses and opening times for the Residence Halls on campus.

If you decided to stay in private accommodation remember to check the opening times for your landlord's office so that you know when you can pick up your keys.



If you are staying within University Residence Halls:

Main Phone Number

+44 (0)1382 383111

Out of Hours Phone Number

+44(0)7776 298696

Email Address

enquiries-dundee@sanctuary-students.com

Residence	Address	Hours of Operation	Notes
Belmont Tower	Sanctuary Student Office, Heathfield, 75 Old Hawkhill Dundee, DD1 5EN	Monday to Friday: 9am - 5pm	
Belmont Flats	Sanctuary Student Office, Heathfield, 75 Old Hawkhill Dundee, DD1 5EN	Monday to Friday: 9am - 5pm	
Heathfield	Sanctuary Student Office, Heathfield, 75 Old Hawkhill Dundee, DD1 5EN	Monday to Friday: 9am - 5pm	
Seabraes	Seabraes Reception, Seabraes Court Dundee, DD1 4LA	Monday to Friday: 9am - 4pm	Reception located in the last building beside the common room at the end of the driveway
West Park Villas	West Park Villas Reception, 319 Perth Road Dundee, DD2 1NN	Monday to Friday: 9am - 4pm	Reception located inside the front doors.
West Park Flats	West Park Villas Reception, 319 Perth Road Dundee, DD2 1NN	Monday to Friday: 9am - 4pm	Reception located inside the front doors.

Your first day at International College Dundee



You've made it to Dundee, your home for the next few years (at least through term time). Before your journey through your studies can start you need to officially report to the International College of Dundee.

You should do this within the first two days of arriving in Dundee.

4.1: Where is ICD located?

We can be found at: 2 Airlie Place Dundee DD1 4HQ <https://www.dundee.ac.uk/campusmap/> If you get lost on your first day ask someone (people in Dundee are very friendly) or look for The University' of Dundee's Enquiry Centre on Campus Green, the staff at the Enquiry Centre will direct you to International College Dundee.

4.2: What you need to bring on the first day

On your first day there will be some paperwork and administration tasks that will need to be completed. Our Administration Manager can help you with this. There are though some documents we will need to see and that you should bring along.

Documents for the first day:

-  **Passport (original and a photocopy of the picture page)**
-  **Visa from the British Embassy (original and a photocopy)**
-  **University of Dundee acceptance letter**
-  **CAS Letter**
-  **Medical Screening Certificate (if applicable)**
-  **Biometric Residence Permit (BRP) Collection Letter/BRP Card**
-  **Proof of Qualifications (Originals and photocopies)**

Finally get ready to study hard, make friends, and learn all you can not just from your studies but from those around you. Studying abroad is often a life changing event, so take a moment to think about the adventure you have just embarked upon!

We look forward to seeing you soon



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University of Dundee

If you have any questions before you arrive in Dundee, please do not hesitate to contact us and we will do our best to help. We are very much looking forward to welcoming you at International College Dundee.

College contact details:

International College Dundee
2 Airlie Place
Dundee
DD1 4HQ

Phone: +44 (0)1382 388631
Email: icd@dundee.ac.uk