Welcome Week

International Student Civic Reception

An invitation to you from The Lord Mayor & Lady Mayoress of Coventry

The Lord Mayor of Coventry, the The Right Worshipful the Lord Mayor and Lady Mayoress invite you to a civic reception to formally welcome you to Coventry on behalf of the city.

This will take place during the first few weeks of term.

The reception will include presentations on Coventry, its past, present and future, refreshments will be served. The event will take place in the surroundings of St Mary’s Guildhall, on Bayley Lane, the cobbled street next to the old cathedral.

The Reception will last for about an hour. Refreshments will be served from 7pm.

Tickets are free and are available from the International Office, however places are limited.

A light buffet meal will be served.

Please see the International Office for the date.

Graduation

July/November 2003

Congratulations to all graduates who were awarded their degrees at the International Awards Ceremony, which took place in the prestigious surroundings of Coventry Cathedral.

It was a truly marvellous occasion, with the Vice-chancellor, the Lord Mayor...
of Coventry and the Provost of Coventry Cathedral leading the proceedings. The International Office was delighted to see so many family members and friends who had travelled from all over the world to be here on this special day.

The International Office provided a buffet lunch afterwards and the fabulous Bellini String Quartet entertained during and after the ceremony with pieces by William Boyce. Next year’s ceremony will take place in July 2004. If you are due to graduate this academic year, your School will receive a graduation pack for you by the end of the second term and we will look forward to seeing you in the Cathedral next year.

HOST

Do you want to spend some time with a family in the UK for free?

The HOST scheme offers students the opportunity to do precisely this. As all participants are volunteers, there is no cost, except travel expenses to reach your family. HOST provides an excellent opportunity to spend time with a real British family and taste real home-cooked food whilst also giving you an opportunity to share your own culture.

You can go with a friend or wife/husband or child (if they are living in the UK with you). Please ensure that you apply in plenty of time before your desired visit.

HOST is a voluntary organisation supported by the British Council, the Foreign & Commonwealth Office and many universities and colleges. Application forms are available from the International Office or the website below. Please bring your completed form to the International Office for us to process and post on your behalf.

www.hostuk.org

Mobile phones

If you are unable to purchase a contract mobile phone you may wish to purchase a prepay phone on ‘pay as you go’. Ask in mobile phone shops for details. Unfortunately the International Office is unable to provide confirmation of address in order to obtain a mobile phone contract.

Message from the Finance Department

Overseas (non-EU) student’s tuition fees

As an overseas student (non European Union), you are entitled to a £300 discount subject to payment of full annual tuition fees being received at the University by the 13th October 2003. Please note that this is the date by which the payment should have been received by the University, not the date by which the money should be sent from your bank. The discount is dependent on the full sum for one year’s tuition fees being received at the University so please allow for bank handling charges (approx £10) imposed when sending money from overseas.

Paying by instalments

Coventry University offers the option of paying your fee in two instalments. Half of your fee is due on 31 October 2003 and the balance by 31 January 2004. If you wish to pay by this method you must ensure that you inform the Income Team, Finance Department (Alan Berry Building, Room ABG12).

You will be required to submit the receipt for your first payment when informing the Income Team. On providing this information your student account will be held until 01 February 2004

Alternatively tuition fees may also be paid in five instalments by Direct Debit, starting from 1st November 2003 on a UK bank account. If you wish to pay in this way you must complete a Direct Debit mandate form (available from the Finance Office ABG12).

If you require any additional information regarding tuition fees or the payment of tuition fees, please contact the Finance Department on (024) 7688 8327/8597 or 8776 or e-mail incenq.fin@coventry.ac.uk.

If you do not pay the sum outstanding by the agreed date you will be ‘blocked’ from using the University Library and computing facilities and later be excluded completely from the University. If you have any problems with paying your fees, you must see the International Student Adviser in the International Office immediately.
Welcome Week

The Welcome Week orientation programme for new international students runs from 22-28 September inclusive. It will include a mixture of induction activities (i.e. enrolment, medical and police registration, library tours) and social activities.

All social events meet outside the Alan Berry Building and are free for new international students, unless stated otherwise in the programme.

22 September 2003
09:00 AM Goody Bags
09:00 AM Cybercafé - internet access
09:00 AM Reception - Priory Hall
10:00 AM Campus/City tours
10:30 AM Museum of British Road Transport
11:00 AM Campus/City tours
12:00 PM Campus/City tours
01:00 PM Picnic in Lady Herbert's Garden
02:00 PM St Mary's Hall
02:00 PM Museum of British Road Transport
5 PM Evening Reception
07:00 PM Food crawl

23 September 2003
09:00 AM Coventry Walking History Tour
09:00 AM Induction Talk for non-European Union students
09:00 AM Library induction - Group 1
11:00 AM Coventry Walking History Tour
11:00 AM Library induction - Group 2
01:00 PM Chaplaincy Lunch
01:30 PM Police Registration
02:00 PM Induction Talk for European Union Nationals
02:00 PM Library induction - Group 3
02:00 PM Coventry Walking History Tour
04:00 PM Library induction - for non-Priory Hall residents
04:00 PM Coventry Walking History Tour
07:00 PM Quiz night

24 September 2003
09:00 AM Induction Talk 2
10:30 AM refreshments
11am-2pm Information Fair
02:30 PM Badminton
07:00 PM Barn Dance

25 September 2003
09:30 AM Table Tennis
10:30 AM SU Horizon
02:00 PM City quiz
05:00 PM Accommodation key collection
09:00 PM International Party

26 September 2003
09:00 AM Accommodation moves
10:00 AM Film - Tuxedo
01:00 PM Coombe Abbey
01:00 PM Football
01:00PM Aerobics
01:00 PM Film -Tuxedo
07:00 PM karaoke

Accommodation

Don't forget, if you want to move out of your University accommodation you will need to find someone else to take your room and there will be an admin charge of between £50-£200. It has to be a full time Coventry University student who does NOT already live in University owned or managed accommodation. If you move without finding a suitable replacement you will be liable for the rent for the remainder of your contract period (40 weeks unless you are in 50 week postgraduate accommodation). Please contact your Hall/House Office for further details.

Accommodation fees discount

If you are living in University accommodation, you can either pay your first period fees in full by 24 October 2003 or at the beginning of each of the three accommodation periods (see tables below). There is a discount of 2% for prompt payment in each payment period, in other words if you pay in full by each of the three Discount Dates, you get a rent reduction!

Discount date
Period 1 17/10/2003
Period 2 16/01/2004
Period 3 30/04/2004

Payment date
Period 1 24/10/03
Period 2 23/01/04
Period 3 07/05/04

Please note, failure to pay by the payment dates will result in a block on student facilities.
Introducing the International Office

We can help with the following:

- Immigration advice
- Student status confirmation
- Schengen (European) visas
- Employment rules
- Social events
- Course applications

The International Office is in Maurice Foss Building (formerly T-Block), in MF129 in the Engineering block on Cox Street, Tel:+44 24 7688 8674 Fax:+44 24 7663 2710 e-mail:interlink@coventry.ac.uk. The office is open from Monday to Thursday 8.45am-4.45pm and from 9.30am on Fridays.

Who should I speak to if I am having problems or have immigration questions?

If you have any difficulties whilst studying at Coventry you can talk to the International Student Adviser, Christina Peters (c.peters@coventry.ac.uk). She can advise you on a range of issues including visas, tuition fees, course problems, accommodation and employment rules. If she is not available you can also talk to the Assistant Student Adviser David Crout (d.crout@coventry.ac.uk).

What if I want to buy tickets for a trip or have a question about a trip?

Speak to David Crout (d.crout@coventry.ac.uk).

What if I need confirmation that I am a student?

See the information in the next column

What if I have a general enquiry?

Contact the International Office Reception in MF129 Maurice Foss Building (formerly T-Block) or telephone (024) 7688 8674 or e-mail interlink@coventry.ac.uk.

Who should I contact in the International Office about an application for a course?

For Art/Graphics, Science and Health related subjects, please contact Fiona Aldred (faldred@coventry.ac.uk)

Business, Law, History, Politics, Science and the Environment, please contact Gillian (int050@coventry.ac.uk)

Engineering, Maths or Computing, contact Steve Patten(s.patten@coventry.ac.uk)

Who else is in the International Office?

The Director of the International Office is Ann O’Sullivan. The Assistant Director is Julia Hamer-Hunt (jhamerhunt@coventry.ac.uk) who is responsible for China, including Taiwan and Hong Kong along with Dr Alan Hunter; Jan Fitzsimmons (int040@coventry.ac.uk) is responsible for India, Malaysia, Cyprus, Brunei, Singapore, Bangladesh, Pakistan. Simon Wragg (s.wragg@coventry.ac.uk) is responsible for European countries. Fiona Aldred is responsible for Thailand.

Student Discount

Travel West Midlands offer discounted travel cards for students for use on buses in Coventry and the West Midlands. These are available from the bus station in Pool Meadow.

Receipts

If you require a receipt or written confirmation for any payment you have made to the University please contact the Finance Office in AB G12 e-mail incenq.fin@coventry.ac.uk or telephone 024 7688 7671 or 8327.

Address Confirmation

The International Office is able to confirm your UK and/or overseas address. You will need to complete a 'letter request form'. The letter will then be ready between 2-5 working days later. For letters confirming your overseas address we must see a copy of your offer letter with your overseas (non-UK) address on it. We can only confirm the address written on the offer letter.

Please note that letters confirming your UK address will be posted and cannot be collected from the office. If you have changed your UK address you must inform Academic Registry (AB G22). Your details must match those on your passport.

Looking for a job?

Coventry University Bureau for Employment carry details of many vacancies.

They can be found in Alma Building, in Alma Street. Alternatively you can view job vacancies online and even apply online at: http://www.coventry.ac.uk/careers/cube.htm or e-mail - cube.ss@coventry.ac.uk
Income tax

If you were given a stamp in your passport when you entered the UK which says ‘work and any changes must be authorised’ you can work up to 20 hours per week during term-time and an unlimited number of hours during vacation. You do not need to get permission first. You do not have to pay tax on the first £4615 of income you receive from 6 April 2003 to 5 April 2004 (the tax year).

If you only work during the holidays and think your total income from 6 April 2003 until 5 April 2004 will be less than £4615 you should ask your employer for form P38(S). Complete it, sign it and return it to your employer to complete. Your employer should then pay you without deducting tax.

If you have worked in the UK before you should give your employer form P45 which was given to you when you left your last job.

If you are working during term time you will receive a P46 form when you start. You should fill it out and return it to the salaries department of your employer. If you’re earning less than £88.75 per week (£4615 divided by 52 weeks per year) then tax won’t be deducted. If you are earning more than this tax will be deducted while you earn.

To claim a refund of tax already paid, you should ask the tax office (contact details below) for repayment claim form P50 a month after leaving your job. You should complete and return the P50 to your Tax Office with your P45 Parts 2 and 3 if you have them. They give repayment claims top priority and try to make sure you get any refund you are due within 28 days.

Local Tax Office
Sherbourne House
1 Manor House Drive
Coventry CV1 2TA
Tel: 024 7650 8600
Fax: 024 7663 3645
http://www.inlandrevenue.gov.uk

The good news is - you’re allowed to work after graduation!

The bad news is - you will need to find a job first :-(

International students are now permitted to undertake a period of work experience or training after graduation.

The Training and Work Experience Scheme (TWES) enables employers to provide Training for a Professional or Specialist Qualification, or Work Experience to a person from abroad who needs permission to work in England, Scotland and Wales. TWES permits are a specific type of work permit normally lasting 12 months but it can be up to 36 months. If you find a job, the employer can apply for a permit under (TWES). There are a number of conditions attached to the work experience/training, details of which can be found on the website below

http://www.workpermits.gov.uk/guidance/training/

The Careers Guidance Unit in Alma Building can give you advice and information on looking for a job. Contact via e-mail: careers.ss@coventry.ac.uk.

VAT Refunds

Are you going home soon? Do you live in a country outside the EC? If so, it may be possible to claim a refund on any VAT on goods bought recently using the Retail Export Scheme.

Value Added Tax (VAT) is applied to most goods that you buy. Non European Community (EC) residents leaving the EC within 3 months of a purchase, for a destination outside the EC, may be eligible for a VAT refund on goods purchased within that 3 month period. Not all retailers participate in the scheme. You should ask at the time of purchase. If so the retailer will produce either Form VAT 407 or Form VAT 435. There will be a small administrative charge which will be deducted from the refund. Make sure you keep the receipt for the goods as you may need to show it later. To get the refund you will need to show the form and the goods to a Customs Officer. You will then need to go the Cash Refund Desk located in most International airports to claim your refund.

For details and conditions please phone 0845 010 9000 or see http://www.hmce.gov.uk/notices/704-1.htm

European Union students reminder

If you are a national of a European Union country you may be eligible for help with your tuition fees.

By now you should have received an eligibility assessment form, EU3(N) or EU3(F) if you are a returning student and returned it to the Department for Education and Skills (DfES formerly the DfEE). You will then be assessed how much help you will be given. The maximum you will have to pay this year is £1125 and the minimum is £0.

Socrates/Erasmus students are not liable for tuition fees and therefore do not need to complete either form.

For further details please consult the following website.


Department for Education and Skills

European Team
2F - Area B
Mowden Hall
Staindrop Road
Darlington DL3 9BG
Telephone: + 44 (0) 1325 39199
Fax: + 44 (0) 1325 391220
E-mail: EUTeam@dfes.gsi.gov.uk
Banks - opening an account

How do I choose which bank is best for me?

You should be eligible for a ‘basic bank account’ with a number of different banks: see the table in the banking leaflet available from the International Office for a list and description of their features. With most banks you don’t need to put in any money to open a basic account, with others £1 is enough to get you started. Shop around to see which bank suits you best and then visit the local branch of the bank you have chosen. You may also be eligible for other types of account. A basic bank account is an account offering basic money transmission services, which you can use to pay in and out of, but which does not include access to credit. If you need credit you might be able to open a current account; there are different application criteria for this. Some banks also offer student accounts.

Once I’ve chosen, how can I open a bank account?

You will need to take with you to a branch of the bank proof of who you are and where you live, for example: Your passport (or you could use your national identity card if you are from an EU country). Evidence of your current address and that you are their student and giving your UK address (this can be obtained from the International Office), or your tenancy agreement or student accommodation contract. If you are the target of financial sanctions you will need to discuss with your bank how these restrictions could affect your account. A full list of the targets of financial sanctions in the UK is published on the Bank of England’s website and will be held by all branches. If you are from a country which the Financial Action Task Force on Money Laundering has deemed ‘not co-operative’, the bank may be required to carry out additional checks.

Why do all banks require proof of identity?

All financial services companies have to have procedures in place under the Money Laundering Regulations to stop criminals from using them to launder money. As part of this, banks must prevent accounts being opened in false identities. Anyone wishing to open or operate an account is, therefore, asked for separate proofs of identity and address, and often date of birth. The fact that these checks are carried out does not mean that you are suspected of money laundering. The law requires that banks make checks on everyone. If you have any difficulty providing the documents listed above, ask the bank to refer your application to the person in the bank who is authorised to decide in exceptional cases.

What services can I access with a basic bank account?

You can pay in and withdraw cash, and pay bills by standing order and direct debit. You will be given a cash card, which will enable you to use cash machines. You can’t access credit or an overdraft via these accounts. You can find a full comparison of the features of different banks’ accounts in the table in the banking leaflet available from the International Office or in your Welcome Pack if you attended Welcome Week.

Can my family or employer deposit money into this account from abroad?

Yes, when you open the account the bank may ask you who is likely to deposit money into your account, and where they are located. There may be a charge for accepting deposits from abroad, and, if this payment is not in sterling, there is likely to be an exchange charge. The bank abroad, or any of their agents, may also levy charges.

How can I keep track of my money?

The bank will issue you with a statement at regular intervals which you should keep. You can also get information on your balance and sometimes a mini-statement from your bank’s cash machine whenever you want to check how much money there is in the account. You can register for and use telephone and internet banking with some accounts – consult your bank for more details of how to use these services.

Can I make large payments such as my college fees or my monthly rent with a basic account?

Yes, if you have sufficient money in your account you can use direct debits/standing orders for regular payments, and electronic transfer for larger one-off payments. Talk to your bank about how to set these up. Electronic transfer usually takes 3-4 days. If you need an immediate transfer there may be a charge. Most basic bank accounts do not offer cheque books - this should not be a problem as there are many other payment methods as outlined above.

Will I pay for the services I use?

Most services are free. You will pay nothing for using most cash machines. You may be charged if you don’t have enough money in your account when a direct debit payment you have instructed is due (and therefore the direct debit payment is refused).

Can I deposit money straightaway?

Yes, once your account has been opened. At busy times this may take longer. As explained earlier, banks are bound by the money laundering regulations to check your identity but as long as you take along your passport/identity card and letter confirming your address (or equivalent proof of address) there should be no problem. Cash deposits in foreign currency, or cheques issued on banks abroad in either your home currency or sterling, are likely to be expensive to clear and to take longer to reach your account than sterling payments. The bank will be able to tell you how long payments take to clear.
Good news. You can submit your application to extend your permission to stay in the UK ('visa') through the international office.

The bad news is, the government now makes a charge of £155 for postal applications and £250 for applications made in person.

Your permission to remain in the UK may be due to expire soon. If this is the case and you intend to stay in the UK after this date you will need to extend your permission to remain in the UK.

If you are not sure, check your passport. You should have received a stamp when you came into the UK which says 'leave to enter...', followed by a date. This date is when your permission to be in the UK expires. If you stay beyond this date without permission you will be acting illegally.

Application forms and advice are available from the International Office. You can apply for an extension no earlier than 5 weeks before your current permission ends. It is illegal to remain in the UK beyond the date stamped in your passport.

How to extend your permission to stay in the UK

To extend your stay as a student you will need form FLR(S), which is available from the International Office (MF129) or as a download from the internet (see address below). You will also need confirmation that you are a student, again this is available from the International Office. You will need to come to the International Office to fill in a form. We will then produce a letter for you confirming your student status. This normally takes 2-3 working days. If you are not submitting your form via the International Office you will need to produce your ID card when collecting your letter.

What documents will I need?

A full list can be found in the application form itself which is available from the International Office and as a download from the internet (address below).

If you are not extending your stay for the purpose of studying, it is possible to stay on in the UK for up to 6 months as a visitor. You will need to complete form FLR(O) (available from the International Office).

Forms FLR(S) and FLR(O) are also available to download from the internet at the following address.

http://www.ind.homeoffice.gov.uk/ (click on 'application forms' from the menu on the right)

For more information speak to Christina or David in the International Office or e-mail int042@coventry.ac.uk.

Travelling in Europe

You may wish to go travelling when your studies end or during vacations. The best way to do this is using a Schengen visa which allows you travel to a number of European destinations.

Currently these are Austria, Belgium, France, Germany, Greece, Italy, Luxembourg, the Netherlands(Holland), Spain, Portugal and Denmark. You should apply at the embassy of the country in which you will be spending the longest time.

If you are spending the same amount of time in all the countries you are visiting, you should apply to the embassy of whichever country you are going to first.

Visa requirements

Different countries’ visa requirements differ slightly but generally speaking you will need proof of the following - travel dates (your ticket), proof of accommodation, travel insurance, sufficient funds for your stay (bank statements), a passport and UK visa valid for 3-6 months after your trip. Processing times and costs vary. You should contact the embassy or refer to the websites below for up to date information.

US Embassy
http://www.usembassy.org.uk/cons_web/visa/niv/student.htm

French Embassy
http://www.ambafrance.org.uk

Spanish Embassy
http://www.spanishembassy.org.uk
http://www.tourspain.co.uk

Netherlands(Holland/Amsterdam)
http://www.netherlands-embassy.org.uk

Faxes...

may be received from the International Office but only a maximum of 4. There is a charge of 50p per sheet for this service. Alternatively faxing facilities are available from the Student Union and Teaching Resources Shop in the Library.
Trips - Frequently Asked Questions

When and where can I get tickets for trips?
Tickets are available from 12pm-2pm and 4pm-4.45pm Monday to Friday in the International Office in MF129 (Maurice Foss Building). You will need to bring your ID card with you when you purchase a ticket.

Can I bring my husband/wife/child or a friend who isn’t a Coventry University student?
Yes. Please let us know if you would like to bring a child, as whether you can bring them will depend on the type of trip.

Can I pay by credit card?
Sorry cash or cheques only at the moment. Cheques should be made out to Coventry University.

Can I reserve a place and pay for it later?
No. You can only book a place when you pay for it.

Can I get a refund if I change my mind or am not able to go?
No. Tickets are non-refundable. If you are not able to go you will have to find someone else to take your place.

What is the deadline for buying tickets?
For trips in the UK the deadline is one week before the trip although it may be earlier if tickets sell out. For trips abroad the deadline is seven weeks before the trip.

You will need to show your ticket and your ID card when getting on the bus for trips.

What happens if I’m late for the coach?
The coach leaves promptly at the time shown. If you are late it will leave without you and you will have to find alternative transport to return to Coventry.

International Office Trips and events simply the best way to see the UK and more...

Warwick Castle
Saturday 27th September £12.50
Depart Priory St. 10am
Depart Warwick Castle 2.30pm
Journey time: Approximately 20 minutes

One of the finest medieval castles in England, 1000 years of history. Just 20 minutes from Coventry.

Warwick Castle is possibly the finest medieval castle in Britain and is set in beautiful grounds on the banks of the River Avon. It houses large collections of arms and armour, paintings and furniture which reveal the power and influence of the Earls of Warwick throughout English history. The most powerful of all the castle’s owners was Warwick the Kingmaker and the preparations for one of his many battles are represented in the Kingmaker exhibit. In the private apartments, where the family lived, is a wonderful waxwork exhibition by Madame Tussauds, giving a representation of a Royal weekend party in 1898, Here you will see members of the nobility as well as historic figures like the young Winston Churchill and the Prince of Wales, who later became Edward VII, when they visited the castle. Don’t miss the torture chamber and dungeon section which paint a vivid picture of the gruesome side of medieval life at Warwick. The castle includes a tea-room and souvenir shop.

www.warwick-castle.co.uk

London - Buckingham Palace

Sunday 28th September - £20
Depart Alan Berry Building 8.30am
Depart London 6.30pm
Journey time: Approximately 1.5 hours

Visit the official London home of the Queen of England with plenty of time to shop afterwards. This is your last chance to visit the Palace until next Summer.

The trip includes entrance to the State Rooms where the Queen receives official visitors and entertains guests. Many paintings from the Royal household art collection are held here. The Changing of the Guard will take place at the front of the Palace at 11.30am (weather permitting). We will then meet at the Group Entrance at 12.15pm. You should allow approximately 2 hours to see the Palace. The tour is not guided but there are guides along the route who you can speak to and who can answer your questions. The rest of the day is available for you to explore London in any way you wish. The best way to do this is to buy a one day London Underground travel card which gives you unlimited travel on the underground (the ‘tube’) and London buses and currently costs around £4 for Zones 1-2 (central London). You can buy these from any underground train station. Please make sure you leave enough time to get to the drop off point in time to leave at 6.30pm. There are so many things to do in London I couldn’t possibly start, but you can find out more from the websites below.

www.royal.gov.uk - www.londontransport.co.uk -
Stratford Upon Avon / Bourton on the Water
Sat 4th October - £12
Depart Priory Street 10am
Depart Stratford 2pm
Depart Bourton 4pm
Journey time: Approximately 45 minutes

Birthplace of William Shakespeare. Take a walk by the river Avon Shop.

Home and birthplace of the world famous literary figure, William Shakespeare. The journey takes about 45 minutes through the lovely Warwickshire countryside. We will be visiting Shakespeare’s Birthplace, the place where William was born in 1564, and his family lived. Guides will be available to tell you about the house and to answer your questions. Stratford offers a wealth of shops, cafes, restaurants and walks by the peaceful river Avon.

Other things you might like to try while you’re in Stratford are Guide Friday open top coach tours which stop outside all the Shakespeare venues (does not include entrance) as well as going further afield into the lovely Warwickshire countryside. Costs approximately £8 from the Tourist Information Centre, or take a boat ride on the river Avon for just £2-3. Afterwards we will be going on to the lovely town of Bourton-on-the-Water in the picturesque Cotswolds area. Coventry is fortunate to be just half an hour from the Cotswolds, which is one of the most unspoilt and beautiful areas of the country.

www.shakespeare.org.uk
www.shakespeare-country.co.uk
www.guidefriday.com www.bourton-on-the-water.co.uk/index1.html

Oxford
Saturday 1st November - £11
Depart Priory Street 9am
Depart Oxford 5pm
Journey time: Approximately 1 hour

Oxford is a beautiful town dating back to the 12th Century and most famous for the University. Former US President Bill Clinton was educated here, as was Tony Blair and former British Prime Minister Margaret Thatcher and Nobel Peace prize winner Aung San Suu Kyi, amongst many others.

The trip will include a guided walking tour giving you an insight into the life and background of Oxford and its buildings. The city itself is 800 years old. The University started when students came to the Augustinian Abbey in the 12th Century. Recommended things to do in Oxford (after the tour) include Museum of Oxford (free), Oxford University of Museum of Natural History (free).

After splitting into groups we will be taken on a guided walking tour by the Blue Badge guides of Oxford which will last approximately 1.5-2 hours. Unfortunately it is impossible to say which (if any) of the colleges will be included in the tour. Oxford also has a good range of shops and eating places. This is a popular trip to so buy your ticket early to avoid disappointment.

www.oxford.gov.uk/tourism
http://www.oxfordcity.co.uk/guide/infocent.html
http://www.ox.ac.uk/aboutoxford/

International Office Mailing list

Receive the latest news and information from the International Office via e-mail, as well as a text only version of this newsletter before anyone else.

If you would like to be on the mailing list for this please follow the instructions below.

Send an e-mail:
To: int028@coventry.ac.uk
Subject:: list
Message:
Family Name
First Name(s)
Course

I would like to receive news from the International Office via e-mail.

Overseas tuition fees discount

Overseas (non-European Union) tuition fees are subject to a discount of £300 for payment received by 13 October 2003.

Please note that this is the date by which the payment should have been received by the University, not the date by which the money should be sent from your bank.

This is dependent on the full sum for one year’s tuition fees being received at the University, so please allow for bank handling charges (approximately £10) imposed when sending money from overseas.
Cambridge
Sat 18th October - £12
Depart Priory Street 9am
Depart Cambridge 5pm
Journey time: Approximately 90mins

Cambridge is probably most famous for its University. It is made up of colleges which dominate the city-centre. The day will include a guided walking history tour which lasts approximately 2 hours. Afterwards you can explore the marketplace, go punting on the River Cam, or eat in one of the many restaurants and cafés. As well as being extremely picturesque, Cambridge has a good selection of shops not often seen outside London, all easily within walking distance. Coach drops off and departs from Silver Street. For further information please have a look at the following websites.

www.e-cambridge.co.uk
http://www.cambridge.gov.uk/leisure/TICWEB/tourism.htm

More trips on the back page...

Autumn Term trips
All trips depart outside, and return to Alan Berry Building opposite the Cathedral
Tickets sold 12-2 and 4-4.45pm Monday to Friday in the International Office.

Quick view

<table>
<thead>
<tr>
<th>Date</th>
<th>Destination/price</th>
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<tr>
<td>27th Sep</td>
<td>Warwick £12.50</td>
</tr>
<tr>
<td>28th Sep</td>
<td>London £20</td>
</tr>
<tr>
<td>TBC</td>
<td>Civic Reception - free</td>
</tr>
<tr>
<td>4th Oct</td>
<td>Stratford £12</td>
</tr>
<tr>
<td>18th Oct</td>
<td>Cambridge £12</td>
</tr>
<tr>
<td>1st Nov</td>
<td>Oxford £11</td>
</tr>
<tr>
<td>22nd Nov</td>
<td>Bath £11</td>
</tr>
<tr>
<td>4th Dec</td>
<td>Int. Xmas party £2</td>
</tr>
<tr>
<td>6th Dec</td>
<td>York £9</td>
</tr>
<tr>
<td>19th-22nd Dec</td>
<td>Edinburgh £100</td>
</tr>
</tbody>
</table>

Accommodation
I haven't got any accommodation what should I do?

Go to the Accommodation Office in Alma Building, Alma Street. They keep a list of vacancies of private and University owned housing.

Many room vacancies are advertised on the noticeboards, which are found in almost all of the University buildings around the campus.

What if I need temporary accommodation?

If you need temporary accommodation, Coventry Tourist Information Centre provide a room booking service. They are on Bayley Lane next to the Cathedral (just outside Alan Berry Building). Contact details are:

Bayley Lane, Coventry CV1 5RN
Tel: 024 7622 7264
Fax: 024 7622 7255
Email: tic@coventry.org
Opening Times:
Mon - Fri 9.30am-5.00pm (winter 4.30pm), Sat & Sun 10.00am-4.30pm

The International Office does not hold a list of accommodation vacancies.

However some rooms are advertised on the noticeboard in the International Office. All accommodation enquiries should be addressed to the Accommodation Office in Alma Building, Telephone 024 7688 7303/7304 or e-mail accom.ss@coventry.ac.uk.
Know your rights!
The Student’s Union Advice Centre (SUAC) can provide free information and advice on a wide range of legal matters including your accommodation rights and responsibilities. It is located upstairs in the Students Union building in Priory Street. E-mail: suadvice@coventry.ac.uk.

Horizon - Student Volunteering
Volunteering in the UK and Abroad
Man Yee WONG
19 August 2003

I am an international student on the BA (Hons) Communication Authoring and Design Course at the Coventry School of Art and Design. Currently, I am taking a gap year to do a volunteering project for UNESCO in Seoul, South Korea to promote volunteerism and enhance cultural understandings between East and West.

In the last academic year of 2002/2003, I took part in volunteering projects at both Coventry City Farm and SENSE. I would like to talk about the latter one which was counted as part of my course. According to the structure of my course, a work placement lasting at least 10 weeks was required in the second year. As I hoped to do something meaningful in Coventry, I decided to volunteer for a local charity. I went to the Horizon Volunteering Office at Priory Street Students’ Union for a list of Coventry-based charities and found SENSE, the National Deafblind and Rubella Association, the most suitable for me due to my interest in Web accessibility and Web usability.

At SENSE Coventry, I worked for the UK Online Centre under the supervision of Baljit Nagra, ICT Project Officer. My duty was to produce a web site for the online centre and let possible users and their friends and family know what services and facilities are available to them. I will continue at this project next summer when I return to England.

It has been fun and rewarding to volunteer. I have gained first-hand experience in Web accessibility and usability, which will definitely enhance my CV. By working with and for local people, I can understand the local culture better. I have also met many interesting people and learned how to communicate with the deafblind effectively. I strongly recommend that everyone becomes a volunteer as it will certainly help you improve personally and professionally, and is a great opportunity to get to know Coventry better during your time in the UK.

Horizon Volunteering has projects available to suit all interests and needs. Please contact us on 02476 571210 or volunteering.su@coventry.ac.uk or see our website at www.cusu.org/horizon to find out more. Man Yee can be contacted on wongm22@hotmail.com

Wed 2nd Oct
Late Arrival ? - Repeat Information Session

If you arrived late or missed the information sessions during Welcome Week, there is another chance to attend an information session. They are an invaluable source of very useful information, covering accommodation, finance, health, banks and more. There will be a repeat session in AB 107 on Wednesday 2nd Oct at 5pm. It will last approximately 30 minutes. If you would like to attend please e-mail int028@coventry.ac.uk or contact the International Office in MF129.

Useful websites
www.ind.homeoffice.gov.uk
Info on extending your visa - applying for a visa
www.coventry.ac.uk
Coventry University Homepage – many useful links
www.workpermits.gov.uk/
Information on work rules
www.fco.gov.uk
The Governments Foreign Office website with details of British Embassies and Consulates overseas and also Foreign Embassies in the UK.
**York**

**Saturday 6th December**

**Cost £10**

Depart Priory Street 8.30am

Depart York 5pm

Journey time: Approximately 2.5 hours

With over 2000 years of history York has been home to various kings, rulers and invaders over the centuries. The city is most famous for it’s cathedral, York Minster and for it’s beautiful mix of Georgian streets, grand Georgian houses, riverside pubs and modern shops. York Minster which dates from the 13th Century and contains the largest stained glass window in the world, is Europe’s largest medieval cathedral and the seat of the Archbishop of York, who is second only in importance to the Archbishop of Canterbury who is head of the Church of England.

You will be able to walk along the city walls or visit the Jorvik Viking Centre. The friendly York volunteer guides will be giving us a guided walking tour which will last approximately 1.5 hours. Afterwards you will be able to explore York’s extensive range of shops, including European, Asian and Oriental restaurants.

[www.york-tourism.co.uk](http://www.york-tourism.co.uk)

[www.yorkminster.org](http://www.yorkminster.org)

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**Bath**

**Saturday 22nd November**

**£11**

Depart Priory Street 8.30am

Depart Bath 5pm

Journey time: Approximately 2.5 hours

Historic Bath is 2000 years old. Famous for its hot springs which were developed by the Romans. Bath was a popular resort amongst the aristocracy in the 18th Century who flocked to the natural springs. The city centre is compact and easy to get around and contains a wealth of architecture. The city was declared a World Heritage site by UNESCO in 1987 and you will soon see why. Our day will begin with a guided walking tour through Bath’s famous Georgian parades and crescents. The afternoon is then free for you explore Bath as you wish. You could visit the large complex of Roman Baths or have tea in one of the many tea shops. Classic English author Jane Austen lived in Bath between 1801 and 1804 and many of her novels depict the flirtation and match-making that took place during the season in Bath.

[www.bath.co.uk](http://www.bath.co.uk)

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**Edinburgh**

**£100**

**Friday 19th December – Monday 22nd December**

Depart Coventry 9am

Depart Edinburgh 9am

Beautiful, historic and lively city. Bargain price includes four nights bed and breakfast accommodation in the lovely Eglinton Youth Hostel, guided walking tour, entrance to the world famous Edinburgh castle, a guided coach tour of the Highlands and coach travel.

Edinburgh is one of the most picturesque cities in Scotland. In addition it is the capital of Scotland and therefore there is alot going on. As well as having spectacular views there are many great attractions to see, including Edinburgh Castle (which is included in the ticket price), Holyrood Palace, the Golden Mile. There is also a great selection of shops.

We will be staying in the lovely Eglinton Youth Hostel a 5-10 minute walk from Princes Street in the city centre. The ticket price includes coach travel, four nights accommodation and breakfast, a guided walking tour of Edinburgh, entrance to Edinburgh castle and a guided coach tour of the Highlands. What a bargain! The hostel has a kitchen so you can cook your own food, internet access and accommodates 6-12 people per room. Journey time to Edinburgh is about 5 hours (although we will be stopping for a break on the way). Make sure you wrap up warm and bring waterproof clothing as Edinburgh is colder than Coventry!!


http://www.edinburgh.org/

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**International Christmas Party!!**

**Thursday 4th December - 9pm-2am**

SU Cox Street

Tickets £2 from the International Office

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**Bath Royal Crescent**