

Before you
Leave Home
Handbook 2011

Checklist

Everyone

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International students only

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Introduction

We look forward to welcoming you to the Guildhall School of Music & Drama. Before you arrive, there are many things you need to think about and prepare for your time here.

This *Before You Leave Home Handbook* aims to highlight the things you need to organise before you leave home. We hope that you will find all the information you need to get you through your first few days at the School and in London.

You will receive many more helpful tools upon your arrival to help you adapt to life in a new environment.

The information in this handbook is for all students.

International Students; please look for sections enclosed in a grey box, as these contain extra information which applies specifically to you!

We are pleased that you are coming to study here and we look forward to meeting you!

Jennifer Kay
Assistant Registrar

Julia Lazarus
Student Life Officer

Equal opportunities statement

The Guildhall School of Music & Drama is a department of the City of London which has a comprehensive equal opportunities policy to which the School is fully committed. Its aim is to ensure that everyone receives fair treatment regardless of gender, sexual orientation, race, nationality, ethnic origins, religious beliefs and non-beliefs, colour, disability, marital status, age, trade union affiliations or political beliefs. The School is committed to fostering an environment for students and staff free from discrimination, prejudice or harassment and to pursuing equality of opportunity in the delivery of its services and facilities.

Before you leave

There are many things to think about before you leave home for London. We've tried to provide you with information here to help you prepare. Start as early as possible and do ask for assistance if you need help.

The Guildhall School's website and dedicated web page for prospective students will provide you with lots of useful information: https://resources.gsmd.ac.uk/New_students/newstudents2011.htm

The username and password are **student, 7GM5eF4**

Buddy programmes

Buddies are current students who volunteer to make contact with new students in order to answer any questions they may have with regard to the programme, the School or student life in London. If you receive a letter, e-mail or phone call from your buddy, do get back to them and you'll find that this is a great way to find out more about what's to come.

BA Technical Theatre Arts Students

New students are assigned a buddy who is a current student in the programme. The Technical Theatre department sends the buddy's contact details to the new student, and encourages him/her to contact their buddies.

BA Acting Students

New students are assigned a buddy who is a 2nd or 3rd year student in the Acting Programme. New students should hear from their buddies during the summer.

BMus (Direct entry to years 2 or 3)

Students who are entering directly into years 2 or 3 of the Bachelor of Music Programme are assigned a buddy who is a current student in the same year of study as the new student. New students should hear from their buddies during the summer.

International Students

New International students are assigned a buddy who is a current student, sometimes from the same country. The programme aims to introduce international students to the different aspects of living and studying in London. New students should hear from their buddies during the summer.

Get in touch with the Students' Union / chat with other students

The Students' Union will be sending you information about their plans for Freshers' week and how you can get involved in their activities. You can find out information about the Union on their website www.gsmdsu.com.

The Union also has a Facebook page, *GSMD SU*. Here you can post questions and thoughts before you arrive in London and find out about life at the School. This is a great way to meet and 'chat' with other students and you can start to make friends before you arrive. If you have any other questions then you can always get in touch with the Union directly. Its contact details can be found in the 'Useful Contacts' section of this handbook.

What to pack?

You will no doubt have lots of things you want to bring with you, and we suggest you start to write a list to ensure you don't forget anything useful. We've listed some important items to start you off – it is important that students who have been offered a place at Sundial Court read the Sundial Court information pack. BA Technical Theatre Arts students will receive detailed equipment lists, and BA & MA Acting students will receive a clothing and book list.

Important identification documents

You will often need to produce identification. This is for many reasons, including opening bank accounts. Please see p22 for documents required for your first day. Make sure you have the following documents with you (where applicable):

- Passport (including visa)
- Original qualification certificates (including English Language certificate if required)
- Offer letter from Guildhall School
- Recent UK bank statement
- Confirmation of funding (from Guildhall School, Student Finance, EU Team, sponsor etc)
- Medical Card (UK students)
- NUS ID card (if already a student)
- National Insurance Number Card
- Tenancy Agreement or Student Accommodation Contract
- Prescription information
- Photocopies of key documents e.g. passport
- Recent non-UK bank statement showing you have funds to pay fees
- National ID card

ID card

If you email a suitable photo of yourself to student.idphotos@gsm.ac.uk before 31 August then this will mean you can get your ID card quicker at the start of term. Photos should be passport style (a close up of your head & shoulders facing forward with height divided by width about 1.3). Please save as .jpg file, with file size less than 1 MB, and ensure that you include your name, programme and reference number (if possible) on your email.

Other important things to pack

- Cheque book, debit/credit cards
- Approximately £1100 worth of traveller's cheques or funds in a bank account and some cash
- Specific equipment/clothes for your programme of study

Preparing yourself

There are many wonderful tools that exist to help you prepare to study in the UK. Prepare for Success is an interactive web learning tool for international students who are getting ready to come to the UK. Don't miss out on this great resource: www.prepareforsuccess.org.uk.

Language Skills

Studying in London is a great way to improve your English, but don't wait until you get here to start working on it. Try meeting English-speaking people in your home country before you leave, watch films in English, and read English newspapers and magazines on the Internet. Think about relevant words you'll need to use such as musical terms on your programme, accommodation terms when searching for a flat, and work-related terms when searching for a job. If in doubt about your language skills, why not take a preparation course in English in your home-country?

International Students and Culture Shock

Living in a new country and in a new culture can be a stressful experience at first. There will be a period of adjustment, and you might be surprised at how this change of environment affects you. The UK Council for International Student Affairs has produced an excellent information sheet about culture shock. Read it before you leave at www.ukcisa.org.uk/student/information_sheets.php

Prepare by finding out as much as you can about the United Kingdom and London. Why not purchase a travel guide to the UK?

Money

Funding

Information about funding was enclosed with your offer letter and is also on our website. You should have already applied for funding or sponsorship and ensured you have funds to cover your tuition fees and maintenance. We estimate that you will need £1,050–£1,200 per month for maintenance if you manage your finances appropriately. However if your lifestyle is more extravagant or you have unavoidable additional costs you may spend up to £1,500 per month. We recommend you use the guidance in the Accommodation and Living Costs in London Handbook and websites such as www.brightsideuni.aid.org/students to plan how much you personally will need and ensure you have sufficient funds to meet these needs.

Make sure you have enough money before you arrive in London to live for at least one month even if you are expecting a grant or loan since these occasionally take one or two months to arrive. There are no immediate or automatic funds available to students so you must be sure you arrive with enough money to study and live in London.

If you are funding yourself, also ensure you have enough money in your bank account to pay for your tuition fees.

The School's funding guidance is available on our website:
www.gsmd.ac.uk/funding

If you have any further queries please contact our Student Funding Officer studentfundingofficer@gsmd.ac.uk

Try the Student Calculator which you can use to help you plan and manage your money. You can log onto it at www.studentcalculator.org.uk/original

Try the International Student Calculator which you can use to help you plan and manage your money. You can log onto it at www.studentcalculator.org.uk/international

Bank accounts

- All students will need a UK bank or deposit account before or as soon as they arrive in London
- This will allow you to pay fees, receive loans, grants or bursaries by BACS or electronic transfer
- Most high street banks have branches five minutes away from the School

- Check that the account offers a basic debit card, and don't forget to look carefully at the fine print on overdraft rates and bank charges
- Most banks offer a special student account which you can sometimes open with your offer letter. They may require a special letter addressed to them which Registry can provide on request once you have fully enrolled on your programme
- If you require an unconditional offer letter to open a bank account prior to enrolling, you will need to have met all entry criteria first (including providing original certificates). Please contact Registry.

Special note for non UK students

It is harder for non-UK students to open a bank account, and unless you have a large deposit or are willing to pay for an account you are unlikely to get one that offers more than a cash withdrawal card. Here are some guidelines to help you:

- Make sure you have an open bank account in your home country and bring the details of that bank account with you:
 - Account number
 - Sort code
 - Address of your branch or of head office

This information should be on your bank statements. If not, please contact your bank, and ask for this information.

- You will need your passport, proof of London address (e.g. tenancy agreement), your current bank details, and a letter from the Guildhall School addressed to the bank you choose to open an account with. Registry will provide these letters after you have fully enrolled
- Please note it can take a few weeks until your bank account is open since the bank in the UK may have to contact your bank in your home country
- Try to avoid carrying large amounts of cash with you. Traveller's cheques can be a safer way to have access to cash for your first few weeks in London. Check with your bank in your home country to see if a cash card from home can be used to withdraw money from UK bank machines, but be aware there may be an additional charge for this facility

It is important for International students to know that it is considered safe to deposit funds into a UK bank or building society account. The Financial Services

Compensation Scheme (FSCS) covers all such deposits up to a maximum of £50,000 per person per institution in the event that the institution was to go into administration, and the government's actions to date suggest that it would guarantee savings above this figure. In the event that you wish to deposit more than £50,000, you should seek further financial advice. We advise all students to open a bank account in the UK shortly after their arrival in London. In the UK, large sums of cash must be kept in a bank account and never in your bedroom or flat.

Students who are not ordinarily resident in the UK may be able to prevent tax being deducted from their interest – ask your bank for form R105.

Expenses when you arrive

Public transport, taxis, food and drinks are all expenses that can quickly add up. Bring some British currency with you to cover any costs on your journey. We suggest that you bring £100–£200 with you. Please be vigilant and keep your wallet or purse in a safe place.

Insurance

Travel insurance

It is advisable to take out travel insurance to cover your luggage and belongings especially during transit to the UK. Arrange this in your home country before you travel.

Personal possessions insurance

We strongly recommend that you take out personal insurance to cover you against theft, loss or damage to your personal belongings. Although there are many insurance companies in the UK, the National Union of Students recommends Endsleigh Insurance (www.endsleigh.co.uk). Some students also take out specific insurance on their musical instruments with insurance companies such as Allianz Insurance (www.allianzmusicalinsurance.co.uk)

Health

Declaration of Health form

The Declaration of Health form is available online through the prospective students portal. This must be completed and returned to Student Affairs by email or post before the start of your first term. This is to ensure that we offer you relevant support if you have any medical conditions.

What do I do if I have a long-term medical condition and/or disability?

Please ensure any information about a long-term medical condition and/or disability that may affect your studies is disclosed to the Health & Welfare Manager and/or Disability Co-ordinator either in writing or by phoning +44 (0)20 7382 7219. UK students may be eligible for a Disabled Students Allowance; however, since you may need to be formally assessed to receive this, you should get in touch with Student Affairs as soon as possible or it may not be available in your first term of study. Student Affairs will also try to get in touch with all students who disclose information about a long-term medical condition and/or disability before the start of term so that they can understand each student's specific needs and provide individual advice.

Registering with a doctor/GP

When you arrive in London, you will need to register with a doctor located in close proximity to your residence. When registering with a doctor, it is helpful to take your medical card (only UK students will have one), and essential to take some photographic ID and 2 proof of address documents (eg. bank statement, utilities bill etc.).

All full-time students studying in the UK in programmes lasting at least six months are entitled to free medical treatment via the National Health Service (NHS) including appointments with NHS doctors.

- Students who have accommodation in Sundial Court Halls of Residence will be registered with a local GP once the relevant forms have been completed by the student. These forms will be provided at the start of term
- If you do not live in Sundial Court, you can obtain a list of GP practices in your area in advance by contacting the following agencies:
Find-A-Doc on +44 (0)20 7655 6688
NHS Direct on 0845 4647
Online via www.nhsdirect.nhs.uk

Telephone a GP practice from this list and inform the practice that you need to register with a doctor.

If you already have a medical card please take it along with you when you visit the practice.

If you are an international student, and you do not have a medical card yet, one will be sent to you after you register for the first time with a GP in the UK.

Dental and Prescription Charges

As a full-time student, you may be entitled to a reduction in price for dental treatment and prescription charges. To take advantage of this, you need to complete an HC1 form which is available by calling +44 (0)845 850 1166. Student Affairs can also provide you with an HC1 form on your arrival in September. Contact Student Affairs on 020 7382 7219 for further information.

It is advised that you bring an adequate supply of your regular medication with you, as well as copies of any prescriptions you may have as it can take a long time to register with a doctor and organise new prescriptions.

Vaccinations

It is highly recommended that you have some vaccinations before you arrive; this is indicated in the Declaration of Health form. If you are unable to obtain screening vaccinations in your home country, the doctor who you register with in London can administer the vaccinations.

Due to the increase of Tuberculosis (TB) in the UK in recent years, it is important that all students are screened for TB antibodies and where appropriate have the subsequent vaccination (BCG).

It is advisable to have a Meningitis C vaccination before you start your studies, especially if you will be living in Sundial Court.

There have been nationwide outbreaks of Mumps, as a number of young adults are not protected against this disease. The vaccination (MMR) can be obtained through your General Practitioner or doctor. If you have a record that you have had two mumps vaccinations, you do not need further injections. If you have had one or no MMR vaccinations then it would be a good idea to get this vaccination before you start your studies at the School, either in your home country or through your new doctor in London.

International Students

Health Insurance

Free medical treatment via the UK National Health Service (NHS) is available to full-time students studying in the UK in programmes lasting at least six months. There is no fee to use the NHS doctor service, but International Students will have to pay for prescription medication. If you are an EEA or Swiss National, you need to fill out the relevant form in your country of residence to ensure your treatment is covered.

Students who are not EEA or Swiss nationals who are registered for programmes that last less than six months are not entitled to free health care under the National Health Service scheme. If this applies to you, you must make sure you take out adequate medical insurance before leaving your home country.

Please bring a record of prescriptions for medication, glasses and/or contact lenses with you. EU students should ensure they have a European Health Insurance Card. Information about this is available at <http://ec.europa.eu/social>

Study Skills and Disability Services

The Study Skills and Disability Co-ordinator is based in Student Affairs at Sundial Court, and can offer advice on funding and other practical issues for students who declare a disability. We also have two dyslexia tutors to provide academic support for students with specific learning difficulties.

If you are dyslexic, and had an assessment after your 16th birthday, please bring your assessment with you so we can set up the appropriate support and advise you on funding (Disabled Students Allowance). If your dyslexia diagnosis occurred before your 16th birthday you will need to have another assessment.

Please try to have the assessment done before you arrive at the School, as we can then organise your funding and have the appropriate support in place for you when you start your studies.

If you have a disability we would encourage you to contact Student Affairs prior to starting your course, so we can offer you an informal discussion regarding your disability or specific learning difficulty and your studies at the Guildhall School.

Entry clearance

Immigration and entry clearance (visa) information

The following information is only a general guide, and we strongly recommend all non-UK students to read the detailed information provided by UK Visa (www.ukvisas.gov.uk), UK Border Agency (www.ukba.homeoffice.gov.uk) and UKCISA (www.ukcisa.org.uk).

If you are a national of the EEA or Switzerland, you do not need to obtain entry clearance, however you may be asked to show evidence that you have been accepted onto a programme of study (your offer letter) and you will need your passport or identity card.

If you are not a national of the EEA or Switzerland, since you will be spending more than six months in the UK, you must obtain entry clearance before travelling. Do this as soon as possible and check whether your visa has any restrictions.

Countries in the EEA: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, United Kingdom, Iceland, Liechtenstein, Norway.

Immigration and entry clearance application

- If applying from outside the UK read the UKBA guidance note www.ukvisas.gov.uk/en/howtoapply/infs/inf29pbsstudent which refers to the necessary forms (VAF9 and PBS Appendix 8) and guidance.
- If applying from inside the UK read the Home Office policy guidance www.ukba.homeoffice.gov.uk/studyingintheuk and use the Tier 4 General application form.

Please ensure you have read the full guidance information on the Guildhall School's "Tier 4 General Student Visa – A Guide for Students (2011-12)" available to download from https://resources.gsmd.ac.uk/New_students/newstudents2011.htm or by contacting Jennifer Kay.

Conditions of entry and attendance monitoring

On a student visa you are eligible to stay in the country for the duration of your visa provided you remain a student at the Guildhall School. If you stop attending your programme for more than a short period of time for any reason, you must return to your home country. The Guildhall School operates an electronic swipe-in attendance monitoring system for all students, and Tier 4 students must also enrol at the start of every term. The School will have to notify the Home Office of any students with a Tier 4 visa who do not enrol within 10 days of the start of each term, or who leave the programme.

Work

Unless your visa has a work prohibition, you can work part-time for up to 20 hours a week during term-time and may work full-time during your holiday period; however you must be able to satisfy the demands of your programme and BA Acting students in particular are requested not to work during term-time.

The work you do must not fill a full-time permanent vacancy, you must not be self-employed, and you must not work as 'an entertainer' (paid or unpaid) if you have a Tier 4 student visa.

Please note that even if you have previously had a work permit and are working professionally, once you have a student visa, these regulations apply.

Where to seek help

Jennifer Kay and Julia Lazarus are happy to help with any queries. UKCISA also have an advice line.

Arrival

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We would like to make your arrival here as easy and enjoyable as possible. Most of you will be arriving on Saturday 17th September but classes do not begin until Monday 19th September. This means that you will have time to settle in and participate in some of the social events organised by the Students' Union and Student Affairs.

Travel into London

The closest underground station is Moorgate which is on the Northern Line Bank branch, Metropolitan, Circle, and Hammersmith & City lines. Underground tube, bus and train maps and information are all available free at most tube and train stations. You might find it useful to purchase an A-Z streetmap for use during your studies.

From Moorgate Underground Station to the Guildhall School of Music & Drama and Sundial Court Hall of Residence

- At Moorgate, get out at any exit and follow signs for Guildhall School of Music & Drama or Whitbread Brewery (for Sundial Court)
- Although the School and Sundial Court are only a 5 minute walk from the station, at this point, you might want to refer to the map on page 32

From Heathrow Airport to Central London

- By Underground

Heathrow has three Underground stations on the Piccadilly Line (dark blue): one for terminals 1, 2 & 3 and one each at terminal 4 and 5. Follow the signs for the underground or ask for directions at any information desk or Travel Centre. Single fares to central London cost £5.00. Journey time to London is approximately 50-60 minutes
- By Train – Heathrow Express

Runs from all Heathrow terminals to Paddington station every 15 minutes. Journey time is 15 minutes to Paddington. Tickets cost £18.00 at the station (or £23.00 if bought on the train) and trains depart every 15 minutes. Non-express rail services to Paddington station are also available.
- By Bus or Coach

Heathrow Central bus station is between terminals 1, 2 and 3. Journey time is 40–80 minutes to central London, depending on the traffic. Tickets can be bought from the Travel Centre at Heathrow Central bus station

From Gatwick Airport to Central London

- By train – Gatwick Express
This is the most expensive option into central London but also the quickest. Tickets cost £17.90 and journey time to Victoria is approximately 30 minutes.
- Southern Trains to Victoria
Journey time about 35 minutes, trains run every 15 minutes during the day, hourly at night
- First Capital Connect to London Bridge and Kings Cross
Journey time about 30-45 minutes, trains run every 15 minutes during the day, and every 30 minutes at night

From Stansted Airport to Central London

- By train – Stansted Express
Journey time to London Liverpool Street is approximately 45 minutes
- By coach to Liverpool Street – around 55 minutes

From Luton Airport to Central London

- By train – First Capital Connect trains to London St Pancras International
Journey time to London St Pancras International is 30 to 45 minutes
- By coach (Terravision shuttle bus) to Victoria station – around 65 minutes

Travel to the School

From Heathrow Airport to the Guildhall School of Music & Drama and Sundial Court

Either

- Use the underground from Heathrow to Moorgate Station
- Take the Piccadilly line (dark blue) eastbound and get off at Kings Cross. Make your way to the Northern Line (black) southbound Bank branch and go to Moorgate

Or

- Take the Heathrow Express to Paddington Station
- Use the underground and take the Hammersmith and City line (pink) eastbound to Moorgate

From Gatwick Airport to the Guildhall School of Music & Drama and Sundial Court

Either

- At Gatwick, take a First Capital Connect train to Kings Cross station
- At Kings Cross, go to the underground station and make your way to the Northern Line (black) southbound Bank branch and go to Moorgate

Or

- At Gatwick, take a First Capital Connect train to London Bridge station
- At London Bridge, go to the underground station and make your way to the Northern Line (black) northbound and go to Moorgate

Or

- Take the Gatwick Express to Victoria station
- At Victoria, go to the underground station and make your way to the Victoria line (pale blue) Northbound and go to Kings Cross
- At Kings Cross, make your way to the Northern Line (black) southbound Bank branch and go to Moorgate

From Stansted Airport to the Guildhall School of Music & Drama and Sundial Court

- Take the Stansted Express to London Liverpool Street station
- At London Liverpool Street station, exit the station. From here, it is a ten minute walk to the School. Please refer to the map on page 32

From Luton Airport to the Guildhall School of Music & Drama and Sundial Court

- Take a First Capital Connect train via London St Pancras International to Farringdon station
- At Farringdon station, it is a 15-20 minute walk to the School. As you exit the station, turn left onto Cowcross Street, and continue along here until you reach Charterhouse Street. Turn left onto Charterhouse Street and walk along here until you reach the end of the road. Turn right onto Aldersgate. You have now reached the Barbican underground station. From this point, please refer to the map on page 32. If you wish, you can print off a larger map on www.streetmap.co.uk

Accommodation

By the end of July, you will have received either an offer to live at Sundial Court Halls of Residence (if you applied by 8 July), or additional information to help you find alternative accommodation in London. These documents include: a list of adverts from landlords seeking student tenants; and a list of new and current Guildhall School students looking to share a flat with other students. The London Student Housing Guide is available online via the Prospective Students' Resource page.

If you have not received this information in early August, please contact the Student Life Officer at accommodation@gsm.d.ac.uk or by phone at +44 (0)20 7382 6132.

Also, contact the Student Life Officer if you have not applied to live at Sundial Court, and would like to have your name included on the list of students looking for flat mates or if you require any further guidance in your search for external accommodation.

Sundial Court Halls of Residence

Before academic term begins

During the summer, rooms at Sundial Court are let out to the general public. Although rental rates are higher during the summer vacation, there is a special rate for full-time Guildhall Students which is £25 per night. If you would like to rent a room at Sundial Court before 17 September, then please contact the Senior Facilities Administrator at Sundial@gsm.d.ac.uk or by phone at +44 (0)20 7382 7192.

Moving into Sundial Court

If you have a place at Sundial Court, you must pay a damage deposit and first term hall fees before moving into your flat (or prove that you will be able to pay). In exchange for the keys to your room, you will be asked to provide a receipt for the payment of the first term hall fees and deposit or a copy of the Student Support Notification letter (undergraduate students only). You will receive more details about this in the Sundial Court Information pack which will be sent to you with your offer.

If you have submitted your photo in advance you can collect your School ID card on moving in day from Sundial Court. You must have valid ID with you and have met the criteria to get your flat keys.

Immigration and passport control

Providing you have obtained the appropriate entry clearance and have all the relevant documentation with you, immigration and passport control procedures should not be a problem when you arrive in the UK.

If you have any trouble with your entry clearance while travelling to the UK, please contact Jennifer Kay or Julia Lazarus. We would also recommend you contact the Immigration Advisory Service (IAS) and ask to see their representatives before taking action. They can be contacted during the daytime on +44 (0)20 7357 6917 or +44 (0)20 7967 1200 or in emergencies at night-time, you can leave a message on their answer phone on +44 (0)20 7378 9191.

Carry all your immigration documents in your hand luggage as well as important addresses and telephone numbers.

Registration with the police

Some non-EU and non-Commonwealth students admitted to the UK for more than six months are required to register with the police within seven days of arrival. The stamp in your passport will tell you whether it is necessary to do this. A fee is charged for each registration certificate. To register, go to the registration office at The Overseas Visitors Record Office, Ground Floor, Brandon House, 180 Borough High Street, London, SE1 1LH, tel: +44 (0)20 7230 1208/1286, taking the fee, your passport, any letters from the Home Office and two passport-sized photographs. This office is close to Borough underground station and is open Monday to Friday 09:00 – 16:00. Please be advised there are often long queues and the office sometimes closes at lunch during busy periods. If you change your address or passport, you must notify the Overseas Visitors Record office within seven days.

Enrolment and start of term

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Welcome to the Guildhall School of Music & Drama!

There are a wide range of induction activities occurring during the first few weeks of term from Students' Union social events in 'the Basement' to City University inductions and tours of the library. Many will be included in the programme timetables you'll get when you start, and there will be plenty of people in the foyer of the School on the first day to direct you.

What do I do on the first day of term?

Each programme will have an individual timetable, however all new students* should meet for the Principal's Introduction in the Music Hall (entrance off the main foyer) at 9:30 on the first day of term (19 September 2011).

**BA & MA Acting students are required to attend a preparatory information session on Saturday 17 September and will start their full programme of study on the first day of term. Please refer to specific information from the Assistant Head of Drama Administration (Admissions).*

What is enrolment?

The purpose of Enrolment is formal registration with the Guildhall School and City University (who validate our award-bearing programmes) and is a condition of entry to the Guildhall School. You will be asked to sign forms confirming that you will abide by City and the School's Student Code of Conduct and policies which are available for reference via the admissions portal and subsequently available on our Intranet.

Once you are enrolled you will be entitled to receive a Guildhall School student ID card and City University ID card, use the School's facilities, and receive the other advantages of being a student (e.g. Council Tax discount, travel discounts if eligible). Enrolment involves filling in forms, verification of ID and qualifications and payment of fees. Since each student must be enrolled individually this may take some time and depends on your individual circumstances.

When and where do I enrol?

Music students will need to collect their handbooks and enrol in the foyer. There will be staff available after the introduction sessions from 10:30 to 16:30 on both the first and second days of term. You will need to queue up to enrol when you do not have anything else in your timetable. There is plenty of time to enrol everyone, so if the queues get long you can go back a bit later.

- 1 Collect handbooks and enrolment forms from the desk next to the main entrance
- 2 Complete your enrolment forms
- 3 If you have fees to pay by cash, cheque or credit card or want to pay in instalments, go to the Finance Desk
- 4 If you have already paid your fees or have a loan, grant or scholarship then go straight to the Enrolment Desk

All other students will have a timetabled enrolment session on the first day of term in one of the teaching rooms. If you are paying your own fees by credit card/debit card and haven't done this in advance, you may be asked to go to the foyer to pay.

What do I need to bring to enrol?

On the first day of term you will need:

- Passport/UK birth certificate/UK photo driving licence/EU identity card
- Students with a visa must bring their passport, and Biometric Residence Permit (if applicable)
- Original Education Certificates (with certified English translation if relevant). (Exam results slip is acceptable for A-levels). Please bring your highest qualifications only (so if you have a degree you do not need to bring your A-level certificates).
Photocopies are not acceptable
- Fee payment, receipt, bank transfer confirmation or Student Support Notification letter (if unable to send in prior to Enrolment Day) (see p25)
- Any other conditions of entry listed on your offer letter e.g. English Language qualification certificate
- Declaration of Health form if not already returned
- National Insurance number (if you have it)
- Address details including postcode
- Black pen

What happens if I don't have everything?

If you are not able to enrol fully for any reason (e.g. if you do not bring the necessary documents with you, or have not paid your fees) then you will be temporarily enrolled. You will not receive any student benefits or any loans, grants or bursaries you may be expecting. *If you still have not fully enrolled after three weeks, your access to School facilities will be removed. If you are not fully enrolled after six weeks, you will be excluded.*

So it is very important that you bring everything we have listed.

How do I prove I'm a student once I've enrolled?

When you have enrolled, you will receive a student pack containing:

- 2 student status letters (proving you are a student)
- Preprinted ID card if you sent a photo in advance or ID card form (to get a photo for the student ID card from the room behind reception). If you are a Sundial Court resident you may get your ID card when you check in
- A council tax exemption certificate (not applicable to part-time students)

How do I get a Student Travel discount card?

Once you've enrolled, you can also get a Transport for London 18+ Student Oystercard to get discounted travel around London (30% off weekly or longer Travelcards). You can apply for this online on the TfL website <http://tinyurl.com/26jkkku>. **You can usually apply from the start of September**, so you can do it from home if you wish, and we will authorise it once you have enrolled. You will need a digital photo of yourself.

If you won't travel regularly (e.g. if you live in Sundial Court) then the student Oyster may not be worthwhile. However a standard Oyster will still provide a discount on paper tickets and this is available at all stations.

16+ Oyster Cards are also possible if you are not yet 18. Forms are available at Post Offices.

What information will be provided?

You will be provided with a lot of written and verbal information at the start of term about what the School expects of you, and what you can expect from the School. This includes programme-specific information, regulations and general information about the School's services and facilities. Keep all documents somewhere safe so that you can refer to them in the future. You are advised to read these documents thoroughly as soon as you can.

All information will be available on the intranet for which you will receive access instructions.

ID Card

When you receive your ID card you should keep it with you at all times. You will need it for access, booking rooms and borrowing library books. The School has an electronic swipe-in attendance monitoring system which requires you to swipe in every day that you are in School. Further information will be supplied at the start of term.

Programme Information

The Acting, Music and Technical Theatre departments will each guide you through the information specific to your programme once you arrive. Each department has an administrative office which will support you throughout the programme, so if you have any questions that haven't been answered please do contact them.

Freshers' Fair

There will be a Freshers' Fair in the Foyer during the first week of term. Students can expect to see various stalls with information about banks, sports centres, orchestras, venues, student clubs and societies and much more.

Student Affairs Welcome Desk

There will be a Welcome Desk at the Fresher's Fair staffed by members of Student Affairs in the foyer who will be happy to answer your questions. Their areas of expertise include Student Life, International Students, Accommodation, Health, Disabilities, and Counselling. You will be able to sign up for activities that will be organised throughout the first few weeks of term by the Student Life Officer. These activities are open to all students.

International Students' Orientation (16 September)

Staff at the Student Affairs Welcome Desk will greet International Students, and give them a copy of the International Student A-Z Guide to London 2011/2012.

All international students are invited to an Orientation Day on Friday 16th September where you will have the opportunity to meet School staff and fellow students. A programme of presentations, tours and discussion groups will provide helpful information about international student life, study skills, immigration and visas, money management, and health and well-being to enable you to get the most out of your time in London.

What happens if I may not be able to attend?

Please contact the Student Life Officer as soon as possible to arrange an individual meeting.

Re-enrolment

Tier 4 visa students are required to re-enrol at the start of the Spring and Summer term. This will take place in the Registry Offices.

Fees and funding

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The information below should answer all your questions about fees and funding. You have already been sent an information sheet about how to apply for funding – also available on the 'Fees and Funding' page on our website. If you are still unsure about anything please contact the Finance Office for payment information or our Student Funding Officer for funding information (studentfundingofficer@gsmd.ac.uk).

Tuition fees

The covering letter indicates the amount of tuition fees you will be charged although this may be covered by a loan or funding award.

If you have a UK student loan

If you are eligible for a loan for tuition fees from the UK government (through the EU team, Student Finance England/Wales/NI or SAAS) you should already have applied for this by now if you wish to do so. If you haven't done so please go to www.direct.gov.uk/studentfinance.

You will be sent a 'Student Support Notification Letter' which you must bring to your enrolment session.

If you have a US student loan

If you haven't already applied for this, please contact the Student Funding Officer for more information. We will send you a 'Notification of Disbursement' certificate once we have authorised your loan which you must bring to your enrolment session. Loan payments come in three or four instalments and are co-payable.

You must complete entrance counselling before you can be enrolled.

We will pay loan funds into our account to cover tuition fees first, and any remaining funds will then be issued to you once you have enrolled.

If you have a Guildhall School Scholarship

If you have been awarded a scholarship to cover some or all of your tuition fees from the School we should have automatically credited this to your account. Bring your letter with you when you enrol.

If you (or a relative/friend) are paying all or part of your tuition fees

You can pay your tuition fees on or before the first day of term by one of the following methods:

Credit/Debit Card: You can pay by Visa, Mastercard, Electron, Switch and Solo by calling +44 (0)20 7382 7208 before the start of term or at your enrolment session.

Cheque: Cheques must be drawn on a UK bank and made payable to the Guildhall School of Music & Drama.

Bank Transfer: You may arrange a direct bank transfer to the Guildhall School's account, and we advise you to do so at least a week before the start of term since it can take a few days to clear. Please ensure the Student Name and Student Number are clearly stated on any transfer document, and that you have paid any transaction charges. Bring a copy of the bank transfer notification to your enrolment session.

The Guildhall School's bank details are as follows:

Lloyds TSB Bank

Sort Code: 30 00 02

Account Name: Guildhall School of Music & Drama – Collection Account

Account Number: 01949360

IBAN (International Bank Account Number): GB38 LOYD 3000 0201 9493 60

BIC Number: LOYDGB2LCTY

Tuition fee instalment plan

If you are paying all or part of your tuition fees yourself, you may pay in three termly instalments. Please see enclosed Tuition Fee Policy and Instalment form for how to calculate instalment amounts.

If requested on your offer letter, you should have already paid 15% of the tuition fees due as a deposit. The remaining balance can be paid in full on the first day of term or in three instalments of 25%, 30%, 30% of the tuition fee due.

If you don't need to pay a deposit the tuition fees due can be paid in full on the first day of term or in three instalments of 40%, 30%, 30%.

Maintenance (living costs)**If you are expecting a student loan or grant (UK students):**

Student Maintenance Loans and Grants from the UK Government should be transferred to your account about a week after you fully enrol. If you are eligible for a Maintenance Grant the additional 50% you receive from the Guildhall School Bursary Scheme should be transferred at the same time as the Maintenance Grant. If you do not receive this for any reason please contact Student Finance England/Wales/NI or SAAS or the Finance Office so we can investigate.

If you are expecting a Scholarship for maintenance from the Guildhall School:

You will be able to collect the first instalment from the Finance Office about a week after you fully enrol. The remaining two instalments will be available at the start of the Spring and Summer terms. This will be provided in the form of a cheque, so you will need to have a bank account to pay it in.

Life at the Guildhall School

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Student handbook

At the beginning of the academic year, all students will receive the Guildhall School of Music & Drama Student Handbook 2011/2012. This document provides an easy reference guide to help you find your way around the School's services, facilities, current policies and regulations.

Student Communication**Email**

All students will be issued with a student email account once enrolled. This will be the primary method of communication between students and the School and should be activated as soon as possible.

Faliure to check a School email account regularly will not be accepted as a reason for failing to observe an instruction sent by email.

If you are considering buying a smart phone, you will be able to access your School email on it if you choose one that is "Microsoft Active Sync" or "Microsoft Email" compatible. Please see <http://tinyurl.com/3hmlgel> for further information.

Ezine

All students are sent a Student Ezine every month with news, events, competitions and important updates from staff. Look out for it when you arrive!

Getting involved

Enjoy the Students' Union Freshers' Week activities

The Students' Union organises a wide range of activities for the first week of term. Taking part is a great way to meet new people, settle in to the School and have fun. The Union offers a Freshers' Pass which will grant you entry to all of the events at a discounted rate. Visit www.gsmdsu.com or e-mail union@gsmd.ac.uk for more information.

Sign up for a tour of local area and City University

Students of the Guildhall School of Music & Drama have access to many of the facilities at City University. Come and find out more. You can sign up for the tour on Wednesday 28 September by contacting the Student Life Officer at studentlife@gsmd.ac.uk or by phone at +44 (0)20 7382 6132.

Start a student club or society

Whether your interests are in the environment, arts and crafts, board games, science, sports, religion, culture or politics, there are likely to be other students at the School who share the same interest. Why not start a club and get together with these students? If you are interested in starting a student club or society, please contact the Students' Union President at union@gsmd.ac.uk or by phone +44 (0)20 7638 9055. You can also contact the Student Life Officer at studentlife@gsmd.ac.uk or by phone at +44 (0)20 7382 6132.

Volunteer to help organise special events

An important part of the student experience is getting involved in extracurricular activities. This can be done in many ways, some of which include helping to organise social and cultural activities such as: International Food Festival, Winter Carnival, International Day, Charity drives, trips, etc. If you are interested in helping to coordinate these types of events, please contact the Student Life Officer at studentlife@gsmd.ac.uk or by phone at +44 (0)20 7382 6132. You can also contact the Students' Union President at union@gsmd.ac.uk or by phone +44 (0)20 7638 9055.

Further information

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There are many useful websites, discussion forums, blogs, newspaper articles and books which give advice about becoming a student:

https://resources.gsmd.ac.uk/New_students/newstudents2011.htm

The Guildhall School resource page for prospective students.

www.gsmd.ac.uk The Guildhall School of Music & Drama website. Check out the funding advice downloads at the left-hand side of the Fees and Funding page.

[www.facebook.com \(Guildhall School of Music & Drama\)](http://www.facebook.com/GuildhallSchool) and <http://twitter.com/guildhallschool> Become part of the School's online community by following us on Facebook and Twitter for the latest School news and updates on upcoming performances.

www.gsmdsu.com The Guildhall School's Students' Union website – includes message boards to get in touch with other new students.

www.city.ac.uk City University's website.

www.nus.org.uk National Union of Students official website.

www.direct.gov.uk Government website (Click on Student Loans).

www.ncdt.co.uk National Council for Drama Training.

www.drama.ac.uk/faqs Conference of Drama Schools.

www.tfl.gov.uk London travel information.

<http://education.guardian.co.uk/students>

We strongly recommend **www.ukcisa.org.uk** for international students. It is an excellent resource for anything from visa issues to advice about the British weather!

www.EducationUk.org has a lot of useful information including a 'Studying in the UK booklet'.

www.prepareforsuccess.org.uk interactive web learning tool for international students.

www.ish.org.uk International Student House run activities and provide accommodation for international students.

www.xe.com/ucc/ Free online currency converter.

Term Dates 2011/12

Autumn • Monday 19 September – Friday 9 December (2 December for BA Acting only)

Spring • Monday 9 January – Friday 30 March

Summer • Monday 16 April – Friday 6 July

Useful contacts – summer period

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If you have a query over the summer and the named contact is away, please call +44 (0)20 7382 7181 and we will find someone to help.

The Music office • Richard Jerrom

Room: G2 & G4, East Wing
Tel: +44 (0)20 7382 6128
E-mail: music@gsmd.ac.uk

The Drama office (Acting & Technical Theatre)

Room: 104, East Wing
Tel: +44 (0)20 7382 2323
E-mail: drama@gsmd.ac.uk

Students' Union President • Joshua Chapman (2011–2012)

Tel: +44 (0)20 7628 2571 ext. 7961
Email: union@gsmd.ac.uk
Website: www.gsmdsu.com
Facebook Group: GSMD SU

The library

General Enquiries: +44 (0)20 7382 5280
E-mail: library@gsmd.ac.uk

Finance office

Room: Level 2 Barbican Offices
Summer Opening Times: 09.30–12.30, 13.30–16.30 (Mon-Fri)
Tel: +44 (0)20 7382 7208
Email: Finance@gsmd.ac.uk

Student Affairs

General enquiries • Lesley Secker

Room: Sundial Court
Tel: +44 (0)20 7382 7219
E-mail: Student.Services@gsmd.ac.uk

Student Life Officer • Julia Lazarus

Room: Sundial Court
Tel: +44 (0)20 7382 6132
E-mail: studentlife@gsmd.ac.uk

Study Skills & Disability Services Co-ordinator • Alison Long

Room: Sundial Court
Tel: +44 (0)20 7382 2360
E-mail: alison.long@gsmd.ac.uk

Registry (general enrolment enquiries and student funding)

Room: Level 2 Barbican Offices
Summer Opening Times: 09.30–12.30, 13.30–17.00 (Mon–Fri)
Tel: +44 (0)20 7382 6131 or +44 (0)20 7382 7181
Email: registry@gsmd.ac.uk
studentfundingofficer@gsmd.ac.uk

Sundial Court address

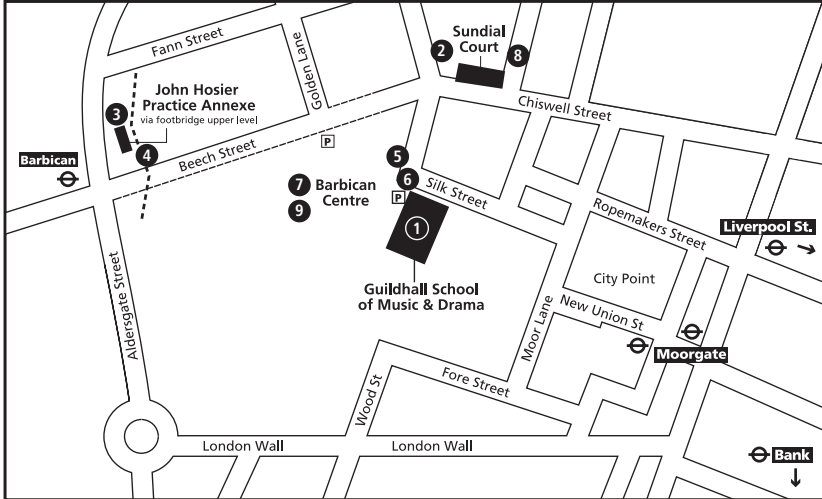
Sundial Court Hall of residence

38-42 Chiswell Street, London EC1Y 4SB
Tel: +44 (0)20 7382 7163

General enquiries: Sundial Court, facilities office

Room: Main School
Tel: +44 (0)20 7382 7192

Location



- 1 Silk Street building
- 2 Sundial Court
- 3 John Hosier annexe
- 4 John Trundle Court
(Connect, Development and Alumni offices)
- 5 Registry (Podium)
- 6 Finance office (Podium)
- 7 Barbican Centre
- 8 Student Affairs
- 9 Human Resources (Podium)



Guildhall School of Music & Drama

Silk Street, Barbican, London EC2Y 8DT

tel: +44 (0)20 7628 2571

fax: +44 (0)20 7256 9438

www.gsmd.ac.uk



The Guildhall School is provided by the City of London as part of its contribution to the cultural life of the nation