A guide to your first weeks at the University of Leeds
We are pleased to welcome you to the University of Leeds. It’s great that you’re here and part of our global community. Our students come from all over the UK and from over 140 different countries around the world, making Leeds a vibrant, multicultural city to live in.

We know it’s important for you to settle in quickly, so we’ve produced this guide to help you get started and make Leeds your new home.

In this guide you will find details of the welcome activities on offer, as well as guidance on other topics and how to find more information.

Remember that help and support is always available for you, so just ask your International Student Office team if you have any questions.

We hope you enjoy the start of your time at the University of Leeds.

Checklist for your first few days

- Attend a Welcome Talk and collect your Welcome Pack.
- Visit your academic school and attend induction.
- Pay academic fees, complete University registration and collect your student ID card.
- Open a UK bank account.
- Register with the police, if this is a requirement of your visa.
- Register with a UK doctor.
- Buy some essential items for your room and accommodation.
- Go to some social events and explore the campus.
WHERE TO GO FOR HELP

There are many places where you can ask questions and get the help and support that you may need to settle in quickly.

International Student Office
You can collect your International Welcome Pack, attend a Welcome Talk and speak to our team. Our staff are here to provide help and support all year round. We offer information and immigration advice to help you have the best possible experience in Leeds. You can ask questions about starting your life in Leeds and get help with everything you need to do in your first few weeks. If you have any questions just get in touch.
Level 11, Marjorie and Arnold Ziff Building
+44 (0) 113 343 3930
internationalstudents@leeds.ac.uk
www.internationalstudentsupport.leeds.ac.uk

International Welcome Pack
Essential information, including this guide, which explains what you need to do in your first few weeks. You will also find city centre and campus maps, a travel guide and information about your students’ union, Leeds University Union, plus lots more. Collect your pack from the International Student Office.

Security Office
If you have any problems outside normal office hours you can contact the University’s Security Office, which is available 24 hours a day, every day of the year.
175 Woodhouse Lane (200m downhill from the Parkinson Building)
+44 (0) 113 343 5494 (general enquiries)
+44 (0) 113 343 2222 (emergencies only)

Leeds University Union’s Student Advice Centre
Professional and independent help and advice is available from the Student Advice Centre, run by our students’ union. You can get specialist advice on housing issues, money and budgeting, academic procedures, or help with any other issues you may have. All their help is free and completely confidential.
Level 1, Leeds University Union Building
+44 (0) 113 380 1290
advice@luu.leeds.ac.uk
www.leedsuniversityunion.org.uk/helpandadvice

help@leeds
The help@leeds website has contact details of all the support services on campus and quick links to other useful information, including money advice, health concerns, exam information and information on disability support.
http://help.leeds.ac.uk
Molly, English and French, is pictured on campus.
WHERE TO GO FOR HELP

Support for disabled students
The Disability Team provides advice, guidance and support to students who have a disability, learning difficulty, mental health condition or a long-term medical condition.
Chemistry West Building
+44 (0) 113 343 3927
disability@leeds.ac.uk
www.equality.leeds.ac.uk/disabled-students

Universities Chaplaincy
The Chaplains are experienced at listening and offering support to students of all faiths and those with no religious beliefs.
Emmanuel Centre
+44 (0) 113 343 5071
chaplaincy@leeds.ac.uk
www.leeds.ac.uk/chaplaincy

Student Counselling Centre
The Counselling team offer professional, confidential counselling, support groups and workshops to help with any difficulties you may experience.
19 Clarendon Place
+44 (0) 113 343 4107
stucouns@adm.leeds.ac.uk
www.leeds.ac.uk/studentcounselling

Other places to get help
You can find a list of other essential University services at www.leeds.ac.uk/international_students_essential_services
Psychology graduate Tumu is pictured in The Terrace, Leeds University Union.
You may have already found permanent accommodation but if not, you should start looking as soon as you can. Finding the right accommodation for you will help you make the most of your time in Leeds.

FINDING PERMANENT ACCOMMODATION

University accommodation
Visit the Accommodation Office to find out more about University accommodation and whether there is a room available for you. Even if you do not qualify for the accommodation guarantee, the University may be able to offer you a place.

Level 9, Marjorie and Arnold Ziff Building
+44 (0) 113 343 7777
accom@leeds.ac.uk
http://accommodation.leeds.ac.uk

Private sector accommodation
If you would prefer to live in private accommodation, independent help and advice is available from the Student Advice Centre, run by our students’ union, or from Unipol, a student homes charity based on campus. Both offer a service to check your accommodation contract. We strongly recommend getting your contract checked before you sign.

Unipol
If you are looking for private sector accommodation, Unipol can help. They provide lots of useful information and advice as well as advertisements for hundreds of houses, flats and studio apartments available to rent. There are two Unipol locations, one next to the campus and another in the students’ union.

www.unipol.org.uk

Unipol Accommodation Bureau
155/157 Woodhouse Lane
+44 (0) 113 243 0169
info@unipol.leeds.ac.uk

Unipol Outlet
Level -1, Leeds University Union Building
+44 (0) 113 380 1247

BEFORE YOU SIGN A CONTRACT
If you are planning to rent private sector accommodation, it is essential to check several things before you sign a contract. Once it is signed you cannot usually cancel it and will be legally bound to pay rent until the end of the contract, even if you move out before.

Make sure that you inspect the property, calculate all the costs and get your accommodation contract checked by the Unipol Outlet or the Student Advice Centre before you sign it. Never pay a landlord any money before you sign the contract. More information and advice is available at

www.leedsuniversityunion.org.uk/helpandadvice/housing
FAMILY ACCOMMODATION
The University has limited family accommodation, so it is essential to contact the Accommodation Office as early as possible to find out about availability.

Many families find a home in the private sector. Unipol has information for families and you can visit them for more details of suitable houses.

COUNCIL TAX
Council tax is a charge the local council makes for services it provides. Full-time students on courses over 25 weeks are normally exempt from paying, but others may get a bill. Check if you are exempt, or entitled to a discount at www.leeds.gov.uk/residents/Pages/Full-time-students.aspx
www.leeds.ac.uk/international_students_accommodation

If you are unsure, get advice from the Student Advice Centre as soon as possible.
www.leedsuniversityunion.org.uk/helpandadvice

HELP WITH YOUR ACCOMMODATION
University accommodation
If you have any problems, first talk to your residence manager or warden who will be able to help with problems like repairs. Your warden can help if you are unhappy in your accommodation, for example if your neighbours are noisy, or you feel unsafe. The Accommodation Office website explains how to contact the residence manager and warden.
http://accommodation.leeds.ac.uk

Private sector accommodation
If you have any problems, first speak to your landlord or letting agent. If you are not happy with their answer you can talk to Unipol to see if your landlord is registered with them. You can also visit the Student Advice Centre for specialist advice. They can help with a wide range of housing topics including negotiating with landlords and helping with issues about your housemates or property.
www.unipol.org.uk
www.leedsuniversityunion.org.uk/helpandadvice
Leeds University Union has a range of shops where you can buy all your essential items, including groceries, books, stationery, University of Leeds clothing, cards and gifts. There’s also an optician, hairdresser and beauty salon, plus a variety of bars and places to eat.

Morrison’s supermarket is a 10-minute walk from the University on Woodhouse Lane. This store sells all of the above items.

Sainsbury’s have both a small and a large supermarket near campus which sell most items. The small store is on Woodhouse Lane, close to Morrisons and the large store is on The Headrow.

Tesco Express is next to Central Village accommodation, just on the edge of campus. This store sells a selection of food and is open until 23.00 every day.

Wilkinson Plus is on Woodhouse Lane, and sells most household items. A larger store with a bigger selection of household items is on Albion Street.

Kirkgate Market in the city centre is a traditional market. It sells essential items on market stalls and many are very good value for money.

Argos Extra is a superstore for household and electrical items on The Headrow.

Love Leeds Charity Shop
Pick up bedding, cookware and other essentials you need to get started in your new home.

Level -1, Leeds University Union Building
Food and drink on campus
The University’s catering service, Great Food at Leeds, offers a wide selection of fresh food at competitive prices during the day.

Whatever your tastes or dietary requirements, whether you’re looking for a freshly made sandwich to take away or to sit down for a hot meal, you’ll find something in one of our 13 cafés or award-winning Refectory. We care about the food we provide and where possible, our products are locally sourced, seasonal and Fairtrade.

To help you budget for meals and save money, you can apply for a free Refresh card. This card can be topped up online, gives you a 10% discount on selected items and can be used in any of the Great Food at Leeds cafés.

www.leeds.ac.uk/greatfoodatleeds

COMPUTING AND IT
Get your username and password
You'll need a username and password to use computers on campus, log in to the Portal, your email, the Virtual Learning Environment (VLE), connect to Wi-Fi and much more. There's two ways of getting your username and password:

From a University cluster computer
1. Press Ctrl - Alt - Delete.
2. Enter the word mypassword (all lowercase letters) into both the username and password boxes.
3. Enter your student ID number (found on your offer letter), and your date of birth.
4. Your username and initial password will be shown on the screen.

From your home computer
1. Visit http://mypassword.leeds.ac.uk
2. Enter your student ID number, and your date of birth.
3. Your username and initial password will be displayed on the screen.

Getting IT help
If you need help, for example, connecting your phone, finding computer clusters or printing, you can get IT support online, by email, phone, or in person.

IT Help Desk
Level 10, Edward Boyle Library
+44 (0) 113 343 3333
helpdesk@leeds.ac.uk
http://it.leeds.ac.uk

The Portal
This is your way to access everything at University. It is where you access your student email, your personal timetable, your library account, announcements, useful links and much more.

The Portal is also where you update your personal details such as your address, which can be used on official University documents.

http://portal.leeds.ac.uk
We suggest that you go through the online Student IT Induction which introduces you to the many IT facilities available. You can access this any time on the Portal’s ‘IT and Libraries’ tab.
GETTING STARTED

**Free software**
As a University of Leeds student you can get a range of free or reduced cost software. Visit [http://it.leeds.ac.uk/software](http://it.leeds.ac.uk/software) for more information. You can also install up to five copies of Office Pro Plus at no cost. You can find out more on the IT website at [http://it.leeds.ac.uk/email](http://it.leeds.ac.uk/email)

**TRANSPORT**
Leeds has a compact city centre and excellent public transport making it easy to get around. You can find out more about the different travel options on our website at [www.leeds.ac.uk/international_students_transport](http://www.leeds.ac.uk/international_students_transport)

**University Travel Guide**
Read the University’s Travel Guide and visit [www.leeds.ac.uk/sustainabledevelopment/transport](http://www.leeds.ac.uk/sustainabledevelopment/transport)

**Cycling and walking**
Most student residences and local facilities are fairly close to the University. This is ideal for making journeys either by walking or cycling. You can hire a bicycle from Velocampus for a small charge. For more information visit [www.leeds.ac.uk/velocampus](http://www.leeds.ac.uk/velocampus)

**Taxis**
There are taxi ranks outside the Parkinson Building and at the rail and coach stations. You can also stop black and white taxis in the street.

Other taxis, which are usually cheaper, must be booked in advance by phone or online. Only take a marked taxi car, and ask the driver beforehand for an estimation of how much the journey will cost.

Some local taxi companies are:
- **Amber Cars** +44 (0) 113 231 1366
- **Arrow Cars** +44 (0) 113 258 5888
- **City Cabs** +44 (0) 113 246 9999
- **Streamline Telecabs** +44 (0) 113 244 3322

**Bus travel**
Over 30 buses an hour pass the University during the day and all services go to the city centre for easy access to the city bus station or rail station. Journeys on FirstLeeds services 1, 6, 28 and 97 cost just £1 for any single journey between the University and Headingley. It is usual to queue at bus stops and to put your arm out to signal to the bus driver that you want the bus to stop.

FirstLeeds offers student discounts on a variety of monthly and term-time tickets for use on all FirstLeeds buses in Leeds. Daily and weekly tickets can be purchased on the buses. [www.firstgroup.com/ukbus/leeds/tickets/student_bus_travel/tickets](http://www.firstgroup.com/ukbus/leeds/tickets/student_bus_travel/tickets)

Leeds CityBus service links up key locations around the city centre. The cost is 50p per journey. Find out more at [www.wymetro.com/BusTravel/Leeds](http://www.wymetro.com/BusTravel/Leeds)

For full-time students who regularly use buses and trains, Metro offers a Student Plus MetroCard, currently priced at £21.50 per week or £80 per month, providing unlimited travel throughout West Yorkshire. [www.wymetro.com/TicketsAndPasses](http://www.wymetro.com/TicketsAndPasses)

You can find travel maps and bus timetables online at [www.wymetro.com/bustravel/mapsandguides](http://www.wymetro.com/bustravel/mapsandguides)
GETTING STARTED

Train travel
Trains are often faster but usually more expensive than coach travel. If you book a week or more in advance, you are more likely to get a cheaper fare. Also, you can save money by being flexible with your travel dates and times or with a railcard. Find out more at www.railcard.co.uk

Buying two single tickets may sometimes be cheaper than buying a return ticket. You can buy tickets at Leeds City Rail Station or through the National Rail Enquiries website at www.nationalrail.co.uk

Coach travel
Coach travel is generally cheaper than train travel but takes longer. Most coaches arrive and depart at the Bus and Coach Station in the city centre.

National Express and Megabus both offer travel between major cities in the UK. For more information visit www.nationalexpress.com http://uk.megabus.com

STUDENTS WITH FAMILIES
If you have come to Leeds with your family, you can find out detailed information about the UK school system, childcare and family-friendly activities at www.leeds.ac.uk/international_families

Schools
All children between the ages of 5 and 16 who are in the UK must attend school. Once your child has arrived in Leeds, contact Leeds City Council to find out how to apply for a free school place.
REGISTRATION

All students at the University need to complete registration. You may be able to complete registration in one day or it may take longer depending on your situation. University registration is made up of two parts:

- online registration: a 7-step process you follow online
- student ID card collection.

Your registration is not complete until you have collected your student ID card.

UNDERGRADUATE, TAUGHT POSTGRADUATE AND RESEARCH STUDENTS

Complete Online registration
Log in to the Portal http://portal.leeds.ac.uk and follow the on-screen instructions to access and complete online registration.

Collect your student ID card
When you have fully completed online registration and printed your Registration Certificate you can collect your student ID card from the Student Services Counter, Level 9, Marjorie and Arnold Ziff Building. You will need to take your passport, visa and Registration Certificate with you.

INTERNATIONAL FOUNDATION YEAR STUDENTS

Your joining instructions were sent with your offer letter. Follow these instructions. If you have any questions, visit the International Foundation Year Office, Room 12.14, Marjorie and Arnold Ziff Building.

ORIGINAL ACADEMIC DOCUMENT CHECKS

Please check your offer letter as you may need to show original academic documents before you start registration. If you are required to show your documents, please take them to the relevant place.

Undergraduates and Taught Postgraduates
Go to your school (subject) office.

Research Postgraduates
Go to the Student Services Counter, Level 9, Marjorie and Arnold Ziff Building

OTHER DOCUMENT CHECKS

As you work through online registration you will need to show documents relating to your admission or fee payment. After your documents have been checked, your student record will be updated and you can complete the next steps of the registration process.

For some updates, there will be a 2-hour delay before you can continue with the online process. Other updates are processed overnight, so you will need to wait until the following day to continue your registration.

If you have a visa you may be asked to visit the International Student Office before your Student ID Card is issued. This nothing to worry about, just a check we may need to make.

It is very important to make sure you get your student ID card, as Home Office regulations require the University to report international students who do not complete the registration process.
DOCUMENTS AND INFORMATION YOU MAY NEED FOR ONLINE REGISTRATION

- home address, Leeds address and telephone numbers
- address and telephone number details for one or more emergency contact
- passport or identity document
- visa (students from outside the EEA and Switzerland)
- offer letter
- original academic qualifications certificates
- proof of fees paid (if you paid in advance)
- sponsorship letter/proof of funding (if you are sponsored or have a scholarship)
- English language test report/proof of English course attendance (if this is a condition of your offer)
- bank account details (to pay your fees in instalments).
PAYING YOUR FEES

As part of the online registration process, you will need to confirm how any fees will be paid.

PAYING IN FULL / FULL FEES SCHOLARSHIP
Make your payment online (Step 6 of the online registration process) or at www.leeds.ac.uk/ssc/fees.htm or at Cash Services in the Student Services Centre.
OR
Take your proof of scholarship/sponsorship letter to the Student Services Centre.

PAYING YOUR FEES IN INSTALMENTS
You will need to open a UK bank account to pay in instalments. While you are waiting to open an account you can get a temporary registration card which allows you to use the libraries and IT facilities.

When your bank account is open, pay the first instalment online (Step 6 of the online registration process) or at www.leeds.ac.uk/ssc/fees.htm or at Cash Services in the Student Services Centre.

If you have a partial scholarship/sponsorship, take proof of this to the Student Services Centre.

You then need to enter your UK bank account details through online registration to arrange payment of your second instalment by direct debit.

If you are paying your tuition fees by bank draft, cheque or cash*, visit the Cash Services Counter in the Student Services Centre.

If you can’t log on or if you can’t complete one or more steps of the registration process, tell staff in the computer cluster or at the Student Services Centre who will check your situation and advise you what you need to do.

After your documents have been checked and your student record is updated you will be able to continue completing the online process.

You can leave the online registration process at any time and return to it later. The information you have already given will be saved.

*Note: The University is unable to accept cash payments above £3,500 in any academic year.

IF YOU CAN’T COMPLETE STEP 6 FOR ONE OF THE FOLLOWING REASONS
• You have not yet opened a bank account
• Accounts Receivable have not received your sponsorship letter
• Accounts Receivable have not received confirmation of a University scholarship
• your funds are temporarily delayed
• you have an outstanding debt to the University.

You will need to follow these instructions:
• Visit the Student Services Centre to collect a 1-month temporary registration card
• log back into online registration when your funding issues are resolved to complete Steps 6 and 7
• if you have difficulty making an online payment by debit or credit card, visit Cash Services in the Student Services Centre.
HOW TO OPEN A BANK ACCOUNT

You may want to open a UK bank account to pay your fees in instalments and to set up regular payments for items such as bills.

Can I open an account?
If your visa is for 12 months or more, you will have a large choice of bank accounts available to you.

If your visa is for less than 12 months you will have a limited choice of bank accounts you can open.

We have created a Bank Account Comparison Table to help you pick the best bank account for you. Check it to see how long you need to be in the UK for to open each specific account. You can find it at www.leeds.ac.uk/international_students_bank_accounts

What do I need to open a bank account?
What you require to open a bank account will depend on which bank and which bank account you choose.

We suggest that you check the list of documents on the Bank Account Comparison Table, or check with the bank directly.

Usually you need to take a bank introduction letter from the University. You can get this letter from the Student Services Counter, Level 9, Marjorie and Arnold Ziff Building. Before you get your bank letter you need to complete the first 5 steps of online registration and decide which bank you want to open an account with.

Ask at the International Student Office for help with any problems opening your account.
**MODULE ENROLMENT**

**FULL UNDERGRADUATE AND TAUGHT POSTGRADUATE STUDENTS**

Once you have your username and password you can complete module enrolment online. Remember to refer to the pre-arrival information sent to you by your school and if you need any help, you can contact your school directly. Your course is made up of modules; each is worth a certain number of credits that contribute towards your degree.

Compulsory modules – these modules have to be taken as part of your course and you'll be enrolled for these automatically.

Optional modules – you may have to take a certain number of optional modules, which are important to your course, but you'll be able to choose them from a list.

Most full undergraduate courses also allow you to choose a certain number of discovery modules, giving you the opportunity to study something you’re interested in, which isn’t related to your course. Over 1,000 discovery modules have been grouped into 10 Discovery Themes which you can explore at https://leedsforlife.leeds.ac.uk/broadening

Some postgraduate taught courses also allow you to choose a certain number of elective modules which are not related to your course, so you can further any particular interests and career goals, or try something completely new.

To enrol on your modules, log in to the Portal at http://portal.leeds.ac.uk and follow the on-screen instructions to access module enrolment.

**OTHER STUDENTS**

If you are a Study Abroad or Exchange student, you cannot enrol for modules online. If you want to add or drop a module, you must contact the Study Abroad Coordinator in the academic school or department that teaches the module.

Research Postgraduate, Language Centre and International Foundation Year students do not need to complete module enrolment online.
HEALTHCARE

Healthcare provision for non-UK citizens is currently under review in the UK. For the latest information please visit www.leeds.ac.uk/international_students_health

LOCAL HEALTHCARE SERVICES
There are various places you can access healthcare, depending on how serious your condition is.

24-hour telephone health advice
For health advice at any time of the day or night, call NHS by dialing 111.

Pharmacies
If you have a minor health problem such as a cold, sore throat or dry skin, you can visit a pharmacy (chemist) to get advice and buy medication.

Out of hours pharmacy
If your local pharmacy is closed you can buy medication every day of the week until midnight at Boots Pharmacy, Leeds City Rail Station
+44 (0) 113 242 1713

Local doctor / general practitioner (GP)
For non-emergency medical treatment, you should see your local doctor (GP). You can find a list of doctors on the NHS website.
www.nhs.uk/Service-Search

Leeds Student Medical Practice is the closest doctor’s surgery to campus. Their website has health advice and information about booking an appointment to see a doctor.
www.leedsstudentmedicalpractice.co.uk

Hospital
You should only visit a hospital if you need emergency care or if your GP refers you for specialist treatment.

Accident and Emergency department (A&E)
The nearest A&E department to campus is in the city centre.
Leeds General Infirmary (LGI)
Jubilee Wing, Clarendon Way
+44 (0) 113 243 2799

To call an ambulance
If you are on campus call +44 (0) 113 343 2222 and they will arrange an ambulance. Off campus, you can make a free call from any phone to the emergency services by dialing 999.

Dentists
Services from dentists are not usually free, but there are many dentists in Leeds if you need treatment. Search for a local dentist online or contact the Leeds Dental Advice Line.
www.nhs.uk/Service-Search
+44 (0) 800 298 5787
For emergency dental care call 111

Opticians
If you need eye care, glasses or contact lenses, services from opticians are not usually free. There is an opticians based in the students’ union or, for a list of local opticians, visit www.nhs.uk/Service-Search
HEALTH ENTITLEMENTS
Your healthcare entitlements will depend on which country you are from and the length of your study. All students are entitled to free emergency care, but you may have to pay for other services.

Course of study for more than six months
If you have permission to be in the UK as a student for more than 6 months, you will be entitled to free medical treatment on the National Health Service (NHS). You should register with a doctor as soon as possible. You may need to take out health insurance to cover any treatment which is not covered by the NHS.

Course of study for less than six months
If your course of study is for less than six months, you will only get a limited number of services free. You won’t be able to register with a doctor but you will be able to use their services as a fee-paying patient. You should take out health insurance to cover you for using medical services while you are in the UK.

For more information about healthcare visit www.leeds.ac.uk/international_students_health

MEDICAL REGISTRATION
To register you will need to go to a doctor’s surgery and take the following documents:

- proof of your identity (eg passport, driving licence etc)
- proof of your student status (eg student ID card, offer letter)
- proof of your Leeds address (eg accommodation contract)

Leeds Student Medical Practice staff can help you register with the Medical Practice and are available to answer any questions you have about healthcare facilities and services.
The International Student Office is the only service at the University that is allowed to give you immigration advice. Our friendly team are here to help if you have any questions about UK visas.

Our Immigration Advisors can give you free immigration advice, at a drop-in session or at a private appointment. Drop-in sessions are usually held on weekdays at 10.30, on a first-come, first-served basis. Find out more at www.internationalstudentsupport.leeds.ac.uk/immigration

You can also visit our enquiry desk or send an email for general information and guidance without an appointment. If you are planning to apply for an extension to your visa we can help you though the application process.

International Student Office
Level 11, Marjorie and Arnold Ziff Building
+44 (0) 113 343 3930
internationalstudents@leeds.ac.uk

Immigration rules and processes change very often so it is important to get the correct advice. Staff in your school/department or elsewhere in the University cannot give advice relating to immigration. Always check with the International Student Office if you have an immigration question or need help with your immigration status.

Working and volunteering during your studies
Check either your visa stamp in your passport or Biometric Residence Permit to see if you are allowed to work.

If you are not sure, take your passport and visa to the International Student Office to be checked.

Inviting family and friends
If you want to invite your family or friends to visit you in the UK you can find helpful information about what you need to do at www.leeds.ac.uk/international_students_family_visits

Keeping the University informed
If you applied for your visa using a Confirmation of Acceptance for Studies (CAS) the University will, by law, have to report periods of unexplained absence to the Home Office. It is very important to talk to your tutor or supervisor if you are going to miss part of your course. To notify the University if you have been ill and missed classes, follow the instructions on www.leeds.ac.uk/studentservicescentre/counterservices/sickness

Check with the International Student Office if you want to do a work placement or a period of study abroad. You should also get advice if you make a change to your course or studies, for example if you need to take re-sit exams or withdraw from your course.

Remember that our immigration advice service is free and can help you with any questions you have. Always get in contact as soon as possible if you have a question about immigration or your visa.
Leeds is a great place to live, but as with all big cities it does have some crime. The situation in the UK may be different to what you are used to at home, so it is important you learn about UK crime prevention and take sensible precautions.

Top safety tips
• stick to well-lit busy streets and avoid walking home alone after dark
• lock windows and doors at all times, especially when you leave the house
• don’t leave valuables unattended, even for a few minutes.

WHO TO CONTACT
If you are on the University campus, or in University accommodation you should contact the University Security Office in an emergency. If you are in the city centre, elsewhere in Leeds or further away, you can contact the police to get urgent help.

University’s Security Office
This service operates 24-hours a day, every day of the year. Security staff offer crime prevention advice, respond to emergencies and deal with lost property. Contact them for information and advice or to report a crime.

175 Woodhouse Lane (200m downhill from the Parkinson Building)
+44 (0) 113 343 5494 (general enquiries)
+44 (0) 113 343 2222 (emergencies only)
www.leeds.ac.uk/security

West Yorkshire Police
The police service keeps Leeds safe, attends emergencies off campus and gives crime prevention advice.

To report a crime, call 101 (non-emergencies). The emergency number for police off campus is 999. On campus call +44 (0) 113 343 2222.
www.westyorkshire.police.uk

GETTING HOME SAFELY
LUU Nightbus
Leeds University Union runs a Nightbus service that can take you to your accommodation from the University after dark for £1. You can book the Nightbus at the front door of the students’ union building with the security staff. For timetables and more information visit
www.leedsuniversityunion.org.uk/helpandadvice/healthandwellbeing/gethomesafe

Amber Cars ‘no cash’ taxi service
If you have no cash, Amber Cars has an arrangement with Leeds University Union which allows students without cash to take a taxi and give the driver their student card, then pay the fare later.
+44 (0) 113 231 1366
www.taxileeds.co.uk/students.html

For more information and advice on safety and crime, visit the Knowledge website and the Student Advice Centre website.
www.leedsuniversityunion.org.uk/knowledge
www.leedsuniversityunion.org.uk/helpandadvice

In the unlikely event that you are a victim of crime, or if you have any concerns, there is lots of support available to you. For more information visit the International Student Office website or come and see us.
www.internationalstudentsupport.leeds.ac.uk/living_in_the_uk/safety
GET INVOLVED

Even the most dedicated student needs regular breaks and social contact to keep feeling positive and healthy, so make the time to relax and socialise while you’re here in Leeds.

GLOBAL COMMUNITY
Make the most of being part of the University’s Global Community. Meet people from around the world and get involved in wide range of activities. Find out about opportunities below and online at www.globalcommunity.leeds.ac.uk

Global Café
Come along to the Global Café for free tea and coffee. It’s a great place to enjoy conversations and make new friends. Every Monday, 17.30 - 19.30, in the Lounge in Leeds University Union.
www.globalcommunity.leeds.ac.uk/cafe

Global Saturdays trips
Visit different parts of the UK on Global Saturdays trips throughout the year. Escape from campus for a day with other students, friends and family. Find out more about where you can go at www.globalcommunity.leeds.ac.uk/saturdays

Intercultural Ambassadors Programme
Apply to volunteer as an Intercultural Ambassador to create and run projects, which give students from different cultural backgrounds the chance to get to know each other and take part in activities together.
www.globalcommunity.leeds.ac.uk/ambassadors

OTHER ACTIVITIES AND OPPORTUNITIES

Leeds University Union
The students’ union building is based in the centre of campus. It provides social opportunities, facilities and a wide range of services for you as a student. Choose from karaoke, live bands, sports on the big screen, an award-winning night club or just a good cup of coffee and a sofa.

There is also a fantastic range of student societies and sports clubs which you can join, to meet people who share the same interest in sports, music, hobbies or a particular faith or culture. To view the variety of activities on offer visit www.leedsuniversityunion.org.uk

Give it a Go
You can try a club or society before you join by going to a Give it a Go session. Try anything from Tai Chi to photography, see tourist attractions or take an employability workshop. You can book onto a session at www.leedsuniversityunion.org.uk/giag

International Students’ Club
The International Students’ Club offers a programme of activities and cultural exchange in the Emmanuel Centre on Wednesday evenings from 18.00 - 19.45.
www.iscleeds.org.uk
Entertainment
There are lots of fantastic attractions and entertainment venues in the city and local area. Many places sell tickets at a discount to students, so remember to have your student ID card with you. Find out what’s on in Leeds by visiting the Leeds Visitor Centre in Leeds City Rail Station and by looking online.
www.leeds.gov.uk (select ‘Leisure’ or ‘Events’)
www.visitleeds.co.uk/whats-on
www.yorkshire.com
http://leeds-list.com

Volunteering
You may want to volunteer for just a few hours, or make a longer-term commitment. To find out about volunteering opportunities visit the University and Leeds University Union volunteering pages at http://volunteering.leeds.ac.uk
www.leedsuniversityunion.org.uk/volunteering

Working
The Careers Centre can help you to write your CV, complete a job application and prepare for an interview. If your immigration status permits work experience, the Careers Centre can also advise on work experience opportunities. For more information visit http://careerweb.leeds.ac.uk

You can search for a job using the students’ union Joblink service, which helps you find student friendly employers. Browse the jobs on display in the Leeds University Union foyer or on the Joblink website at www.leedsuniversityunion.org.uk/jobs

SPORT
The University provides excellent facilities for you to participate in sport and physical activity for fun, at club level or elite level. Information about our indoor and outdoor facilities, Sport and Physical Activity membership, recreational and competitive sport and sports scholarships can be found at http://sport.leeds.ac.uk
GET INVOLVED

FAMILY ACTIVITIES
Families are welcome to join the Global Saturdays trips throughout the year. Find out more about destinations and tickets at www.globalcommunity.leeds.ac.uk/saturdays

The International Students’ Club welcomes families on a Wednesday evening and Leeds University Union also runs regular events open to families, including the Give it a Go programme. Spouses/partners can also use the University’s sports facilities.

The Family Information Service has information about activities for families, including leisure activities, community groups and classes. Visit their website for more information www.familyinformationleeds.co.uk

DEVELOPING YOUR FUTURE
LeedsforLife is designed to help you make the most of your Leeds experience and prepare you for your career from day one. You can even keep a record of all you have done and achieved in the Living CV section. Find out more at https://leedsforlife.leeds.ac.uk

The Leeds experience is delivered through a partnership between staff and students. Read more about it at http://partnership.leeds.ac.uk

Studying abroad as part of your degree is a great way to develop skills, experience another culture and have fun. If you are interested in applying and spending a year abroad visit http://studyabroad.leeds.ac.uk
CAMPUS MAP

KEY

- North - South Campus Access Route External
- North - South Campus Access Route Internal (may involve lifts)
- Parking for Blue Badge holders only. There are no cross-campus car routes; please contact the Parking Office on 0113 343 5491 or carparking@leeds.ac.uk for advice.
- Accessible entrance serving more than one building
- Sustainable Garden
- Wildflower Meadow
- Bike Hub

Clarendon Way Entrance

Willow Terrace Road Entrance

To the City

Fenton Street Entrance

Leeds General Infirmary

Chancellor's Court

Leeds University Square

Clarendon Way

UNIVERSITY ROAD

Cemetery Road

Western Campus Entrance

Mount Preston Street Entrance

Clarendon Way

Fenton Street Entrance

To the City

Inner Ring Road

Lodge St

North - South Campus Access Route External

North - South Campus Access Route Internal (may involve lifts)
Alternative formats
If you require any of the information contained in this publication in an alternative format eg Braille, large print or audio, contact the Disability Team.

Telephone: +44 (0) 113 343 3927
Textphone: +44 (0) 113 343 2616
disability@leeds.ac.uk
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