

Preparing to Start  
at the RNCM

# Joining Instructions for International Students 2019/2020

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**RNCM**  
ROYAL NORTHERN  
COLLEGE of MUSIC

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Studying abroad is a big step for many students, but everyone within our vibrant and diverse community is committed to making you feel part of our family from day one.

There are lots of things to organise and consider before and after you arrive in Manchester, so we've pulled together some key information to help things run as smoothly as possible. We've also outlined details of our International Induction and Registration, which offers a fantastic opportunity to get to know other students before your studies start.

In the meantime, if there's anything you're unsure of, our dedicated International Office will be happy to answer any questions. Email [international@rncm.ac.uk](mailto:international@rncm.ac.uk) or call 44 (0) 161 907 5226.

We're looking forward to welcoming you in September.



# Manchester



## Manchester

Over 100,000 students call Manchester their home, and it's not hard to see why. Our vibrant city has it all: a rich and varied music scene, a proud history of science and industry, nightlife, culture and politics, and a host of famous sports venues.

Known the world over for talent and innovation, Manchester seeps with music of all genres and we're proud to be part of it. Not only is it home to the Hallé, BBC Philharmonic and Manchester Camerata, but bands such as The Hollies, Bee Gees, 10cc, Buzzcocks, Joy Division, New Order, The Smiths, Happy Mondays, The Stone Roses, Oasis and Elbow also have their roots here.

With venues ranging from the impressive Manchester Arena to the stunning Bridgewater Hall, there are plenty of opportunities to see classical and contemporary performers, alongside international artists, every day of the week. And the RNCM, from our base on Oxford Road, is perfectly placed to enjoy it all. Excellent transport links make coming in and out of the city easy and the centre of town – with its feast of social and culinary offerings – is just a 20-minute walk away.

You'll find everything you need to know about this incredible city and what you can do during your time here at [visitmanchester.com](https://www.visitmanchester.com).



# Coming to the UK

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## Before you arrive

### Documentation

It's important that the spelling of your name and address on official documentation is consistent. If you're from a country that doesn't use the English alphabet, please spell your name as it appears in your passport, as this will be your official identification while you're in the UK. If you encounter any difficulties, email our [International Office](#) for advice.

### Visa Application

If you require a visa to study in the UK, you must submit academic, financial and (in some cases) medical documents with your visa application. Please see [page 14](#) for further information.

### UK Border

Immigration Officers will check that your documents are in order and ask to see your passport and visa (if required) when you arrive at the UK Border. Please see [page 18](#) for further information.

### Disclosure and Barring Service Check/Certificate of Good Conduct

Before you start your studies, you must complete an equivalent to the UK Disclosure and Barring Service Check with the appropriate national agency in your home country. This is usually a Certificate of Good Conduct which can be obtained from your local police authority and must be translated into English. For advice, please contact your local police authority, noting that any fees for either the certificate or translation are your responsibility.

The [Foreign and Commonwealth Office](#) has more information about this process, outlined online by country. If the country you have lived in is not referred to, you should contact the relevant Embassy or High Commission in the UK for advice.

**Important:** If you can't provide a Certificate of Good Conduct (or equivalent) at Registration, it may restrict your learning experience at the College as you won't be allowed to work with children or vulnerable adults until relevant evidence is submitted.





**Undergraduates:** All RNCM undergraduates undertake a professional placement during their third year. At this point, as you'll have been resident in the UK for two years, you'll be required to undergo a Disclosure and Barring Service Enhanced Disclosure check before your placement starts.

**Postgraduates:** If you've been resident in the UK for at least 12 months before the start of your course, you'll be required to undergo a Disclosure and Barring Service Enhanced Disclosure check at registration.

**Important:** If you arrive at registration without evidence of your English language ability, educational certificates and/or Certificate of Good Conduct, you may not be able to register for your course at the RNCM.

#### **Online Registration**

Over the summer, all new students will receive an email from the College, inviting you to complete your online registration. To do this, you'll need:

- Your RNCM IT account details (sent in a separate email)
- A head and shoulders JPEG photograph of yourself to be used on your RNCM ID card
- Scanned copies of your certificates and transcripts
- A scanned copy of your passport and, if available, your entry visa

Please note: Online registration is compulsory for all new students and must be completed before you arrive at the RNCM.

#### **On Campus Registration**

Some students may also be required to attend an on campus registration ([page 31](#)). Please note the date and time that you are required to finalise your registration (displayed on your Asimut timetable) and contact the [International Office](#) if you encounter any difficulties.

## Visas and Immigration

### Do I Need a Visa?

As an international student, you need to [check](#) if you need a visa to study in the UK. If you do, the steps below will help you to obtain one suitable for your studies.

### Tier 4 (General) Student Visa

If you need a Tier 4 (General) Student Visa, please refer to our How to Request a CAS and Start Your Visa Application booklet. You can download this, and a blank RNCM CAS Request Form 2019/20, from our online [Pre-Arrival Information](#). Alternatively, [email us](#) to request a copy.

Before you submit your visa application, make sure you have all the supporting documents listed as requirements, and that you fully understand the instructions on 'maintenance' or 'funds'.

- [Making A Tier 4 \(General\) Application in the UK](#)
- [Making A Tier 4 \(General\) Application outside the UK](#)

### Short-Term Study Visa

If you're a non-EEA national, coming to the UK for less than six months of study, a Short-Term Study Visa may be recommended.

### Non-Visa Nationals

Non-Visa Nationals describes citizens of the 56 countries exempt from requiring a visa to enter the UK for up to six months (or three months if they enter from the Republic of Ireland). It also applies to non-EU British Nationals. A Non-Visa National can travel to the UK without having applied for a visa in advance, but will then apply to enter the UK at the border as either a Standard Visitor or Short-Term Student.

### Support

The [UK Council for International Student Affairs](#) (UKCISA), has lots of useful information, and our [International Office](#) will be happy to help if you have any questions or concerns.





## Your Journey

Thinking about your journey in advance, such as the things you need to take with you and the steps you'll take along the way, will help to make the process as smooth as possible.

### Packing

We recommend that you pack the following in your carry-on bag/case:

- Money: travelling with a small amount of British currency or traveller's cheques (around £250 - £300) should cover the immediate things you'll need when you arrive in the UK
- Insurance documents
- Medication (if needed)
- Directions to your accommodation
- A list of items in your hold/main suitcase (in case it's lost and a claim is required)
- Some warm clothing

### Immigration Control

When you arrive in the UK you'll need to pass through Immigration Control. There are usually two main queues at this point: one for EEA (European Economic Area) and Swiss nationals, and one for everyone else. Make sure you join the correct one.

If your passport has a 'chip' and you're a citizen of Australia, Canada, Japan, New Zealand, Singapore, South Korea and the USA, you can now use the eGates.

**Important:** If you're a Non-Visa National applying as a Short-Term Student at the border, you must **NOT** use the eGates as you need to get an entry stamp to prove that you've received a Short-Term Study Visa on entry to the UK.

Immigration Officers will want to check that your documents are in order and that you speak English at the required level, without needing a translator. They'll ask to see your passport and visa (if required), and may also ask to look at other documents too, so it's important that you have the following to hand:

#### Tier 4 (General) Students and Short-Term Students

- Passport
- Valid Entry Visa or Biometric Residence Permit (BRP)
- UKVI letter issued with your Entry Visa or Biometric Residence Permit (BRP)
- Evidence that you have the funds available to pay for your tuition fees, accommodation and living costs while you are in the UK
- Evidence of qualifications (certificates or transcripts) and a copy of your IELTS (if required)
- Evidence of your accommodation in the UK
- Medical certificates, if these were required as a part of your visa application
- Tier 4 (General) Students should also carry a copy of their Confirmation of Acceptance for Studies (CAS) from the RNCM
- After checking these documents, you'll receive an entry stamp in your passport. Please check that the date is correct.

#### Non-Visa Nationals

- Passport
- Evidence that you have the funds available to pay for your tuition fees, accommodation and living costs while you are in the UK
- Evidence of qualifications (certificates or transcripts) and a copy of your IELTS (if required)
- Evidence of your accommodation in the UK
- Your official offer letter from the RNCM

After checking these documents, you'll receive an entry stamp in your passport. Please check that the date is correct and that the stamp confirms you have entered the UK as a Short-Term Student.

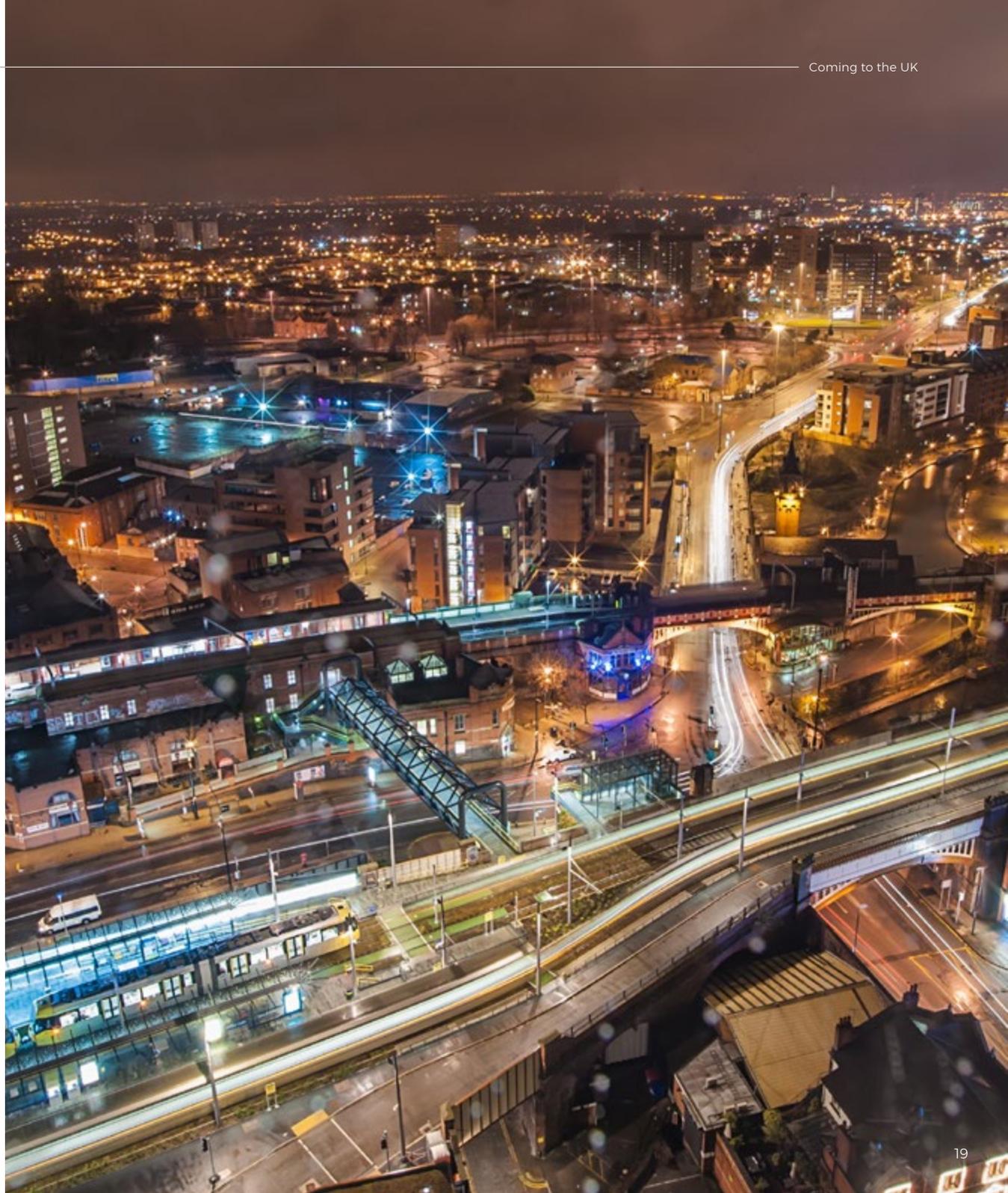




Photo credit: Marketing Manchester

### Delayed/lost luggage

Luggage can sometimes be delayed or lost. It's a rare occurrence, and more often than not easily solved, but if your luggage doesn't appear on the carousel after your flight, it's important that you don't leave the airport without following these instructions:

Wait at the carousel until all luggage from your flight has cleared. Check areas near to the carousel; if you were delayed at immigration, your luggage may have already been removed and put to one side.

Go to luggage/baggage enquires and tell a member of staff that your luggage hasn't arrived. They will need to see copies of your luggage receipts (stuck on your flight ticket or passport), a description of what's missing, and a forwarding UK address so that your bag(s) can be sent on to you.

You'll be given a lost luggage report. Please keep this safe as it includes the phone number of who to contact if your luggage isn't delivered at the stated time, and a reference quote for all future correspondence.

### From the airport to the city

When you arrive at Manchester Airport you can take a taxi, train or bus straight into the city:

#### Taxi

You'll find a taxi rank of black cabs outside each terminal. Depending on the time of day, the journey takes around 20 minutes and costs approximately £25.

#### Train

Trains from the airport to the city run every 15 minutes and cost just a few pounds. The journey takes around 20 minutes and the nearest station to the RNCM is Oxford Road Station. [nationalrail.co.uk](http://nationalrail.co.uk)

#### Bus

Service numbers 43 or 103 will take you into the city centre. Depending on the time of day, the journey takes around an hour and costs a few pounds.

For an interactive map of Manchester please visit [visitmanchester.com](http://visitmanchester.com).

## Insurance

### Travel Insurance

We recommend that you take out travel insurance to cover your journey to the UK. It's important that this is valid for international travel and covers the full duration of your journey (from leaving home to arriving at the RNCM). You should also make sure that the insurance covers delays, medical emergencies, and the cost of replacing any items that may be lost in transit.

### Health Insurance

The National Health Service (NHS) is the UK's publicly funded healthcare system, providing a range of healthcare services such as appointments with a doctor, hospital treatment and dental care.

### Tier 4 (General) Students

As part of the visa application, all Tier 4 (General) Students will pay towards the NHS via the Immigration Health Surcharge. This costs £300 per year, or £150 if you're in the UK for six months or less, and entitles you to access NHS care at no additional cost.

**Please note:** while access to the majority of NHS services are free at the point of use, you may have to pay for dental and optical treatment and for medication prescribed by a doctor. There may also be charges for expensive discretionary treatments.





### Short-Term Students

If you're due to stay in the UK for six months or less and are from a non-EEA country, we recommend that you obtain health insurance for the duration of your stay.

Without health insurance, you're liable to pay for any NHS treatment you may receive. Some countries have a reciprocal agreement with the UK which may entitle you to some free NHS healthcare, but you should seek advice from the health authorities in your home country about what is covered.

EEA nationals should obtain a [European Health Insurance Card \(EHIC\)](#).

### EU, EEA and Swiss Students

All EU, EEA and Swiss students must have [Comprehensive Sickness Insurance \(CSI\)](#) in order to reside in the UK as a student.

If your stay in the UK is temporary, the [European Health Insurance Card \(EHIC\)](#) obtained from your country of residence is acceptable evidence of this. If your stay is permanent, or you're unable to get an EHIC card from your country of residence, you'll need to obtain separate insurance.

The Home Office has provided information on what is considered acceptable evidence of CSI within [this document](#) (pages 30 - 38), and the UK Council for International Student Affairs (UKCISA) offers further details on healthcare in the UK for EEA and Swiss student [after Brexit](#).

## Accommodation

As an incoming student, you should have already sorted your **accommodation** for 2019/20, either within Sir Charles Groves Hall of Residence, located right next door to the College, or privately.

Sir Charles Groves Hall is the most popular choice for new students. RNCM musicians occupy the majority of its 612 rooms, which means you can be part of the community and make friends as soon as you arrive. You'll also have the benefit of being able to practise in your room between 9am and 9pm, and pianists can request a loan piano if required.

Managed by Liberty Living, all standard en-suite rooms are grouped in four, with a shared fully-equipped kitchen/lounge. There are also two senior residents and one member of staff on hand to provide support and assistance if needed.

If you'd like to live in Sir Charles Groves Hall but have yet to secure your room, please email Sofie Haig-Smith, General Manager, at [s.haig-smith@libertyliving.co.uk](mailto:s.haig-smith@libertyliving.co.uk).

Alternatively, if you're looking to rent a room or share a house privately, Manchester has a huge selection of accommodation within easy distance of the RNCM. Many of these are available via **Manchester Student Homes**, an agency owned and managed by the city's universities.





RNCM

# After You Arrive

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## International Induction

International Induction takes place between 9 and 13 September. It's an essential part of our extended welcome and provides a great opportunity to meet our staff and other new students.

Sessions are designed to help you settle into life in the UK, and you'll find a draft timetable of what's coming up this year on [page 36 - 37](#).

International Induction Week is compulsory for all EU, EEA and overseas students. Please confirm your attendance via [email](#) by Friday 23 August.

**Please note:** If you've secured a room in Sir Charles Groves Hall of Residence, you may also be able to move in during International Induction Week. Please contact [Sir Charles Groves Hall](#) to check availability.

## RNCM Registration

Before you arrive at the RNCM, you must complete a compulsory online registration, details of which are sent via email.

In addition, some students may be required to attend an On Campus Registration session. If you do, please make sure you have the following documents with you:

- Passport
- Valid Entry Visa or Biometric Residence Permit (BRP)
- UKVI letter issued with your Entry Visa or Biometric Residence Permit (BRP)
- Evidence of qualifications (certificates or transcripts) and a copy of your IELTS (if required)
- Evidence of your accommodation in the UK
- Students on the Master of Performance, PGDip String Leadership Programme, or other PG students who intend to take the Practical Pedagogy will also need to supply a Certificate of Good Conduct

Please note the date and time for finalising your registration (displayed on your Asimut timetable) and contact the [International Office](#) if you encounter any difficulties.

## Police Registration

Some international students are required to complete Police Registration, which is noted on your Entry Visa or Biometric Residence Permit. Our International Office will check these documents at enrolment, and make sure you know how to complete this process if needed.

Greater Manchester Police are extremely busy in September as we welcome thousands of new students to the city's universities. This means that you may not receive an appointment within seven days of your arrival in the UK, but it's extremely important that once you're allocated a day and time, you do attend.

More information is available at the [Greater Manchester International Visitor Registration Office \(IVRO\)](#).

## Banking

You'll need to open a basic bank account while you're in the country. If you're unable to do this online, you'll need to book an appointment to visit a local branch.

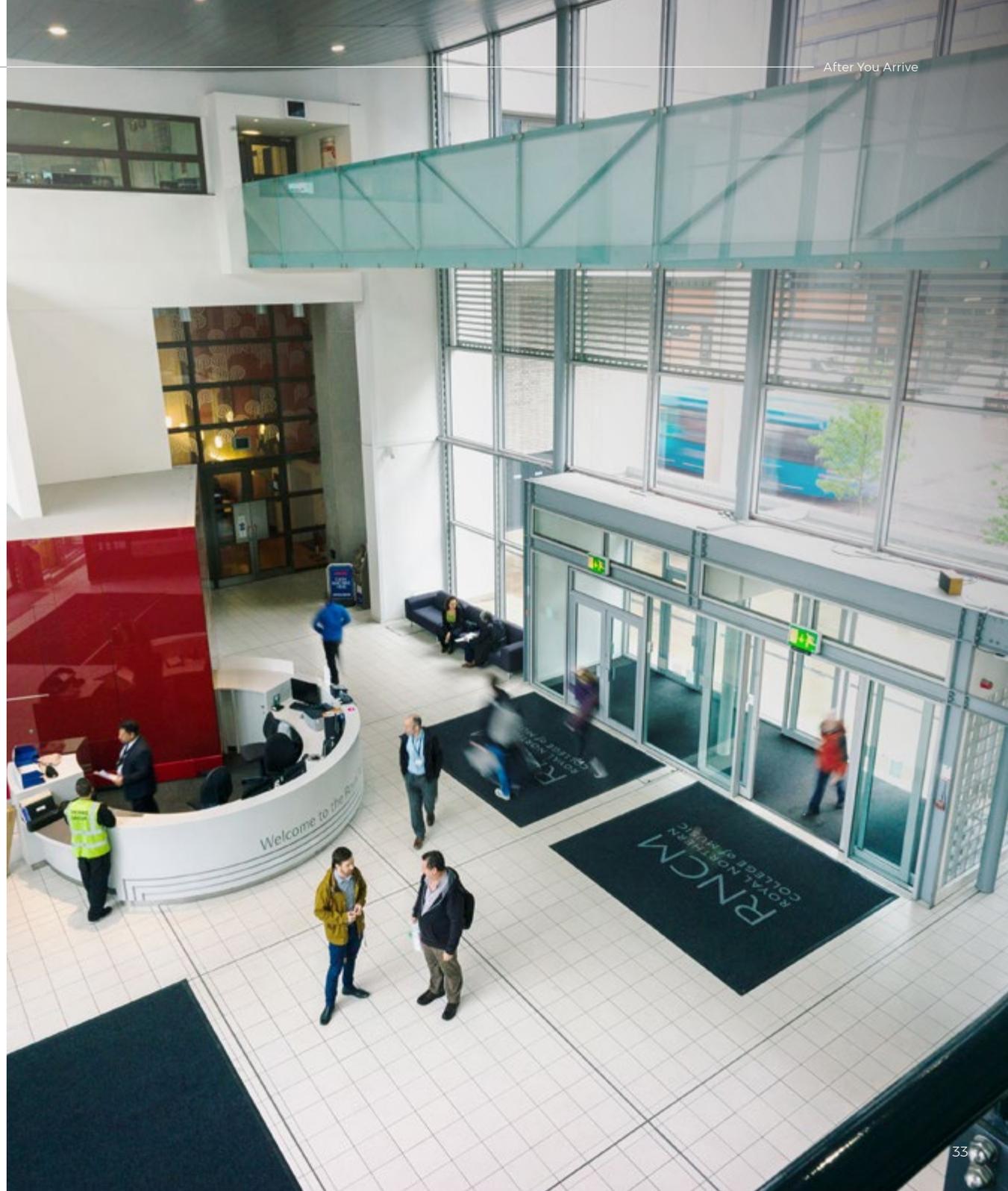
To open an account you'll need:

- Your passport
- Valid Entry Visa or Biometric Residence Permit (if required)
- Evidence of your UK accommodation
- Student confirmation letter (available from our Student Enquiries team once you've completed all RNCM enrolment activities)

## Using Your Account

There is no minimum amount required to open a basic bank account. Once you're set up, you'll be able to pay money in and take money out. You can also pay bills by direct debit or standing order, as long as you have the necessary funds available. Your new bank will also issue you with a debit card, allowing you (depending on the account you choose) to withdraw money from cash machines all over the country and make payments in shops and online.

The UK Council for International Student Affairs (UKCISA) has more information on [opening a bank account](#) that you may find useful.





## Healthcare

We advise all students to register with a doctor as soon as they arrive. You'll find a list of General Practices and Practitioners (GPs) and other health services [here](#).

Please see [page 22](#) for information on health insurance.

## Student Welfare

Student welfare is a priority and we're dedicated to ensuring that the RNCM is a safe and comfortable environment for everyone within our community. We're also extremely committed to the physical and mental health of our students, and want everyone to feel fully supported while they're with us.

Our experienced Student Services Team can advise and guide on anything from wellbeing to finance, before you join and during your studies. Students with disabilities or a specific learning difficulty can be assured of support from the moment they arrive, and we provide a free and confidential counselling and chaplaincy service for anyone who may wish to discuss personal matters. We also have four Mental Health First Aiders onsite who can offer guidance and support on a range of issues, and earlier this year we were proud to welcome our first Lecturer in Musicians' Health and Wellbeing.

One-off or regular Alexander Technique lessons are available for a small charge, helping you to improve personal performance and avoid undue effort or stress, and our wellbeing staff can offer advice on making the most of organisations such as the British Association for Performing Arts Medicine (BAPAM).

## Health and Wellbeing Contacts

### RNCM Counsellors

Claire Donoghue and Bryan Fox  
E [counselling@rncm.ac.uk](mailto:counselling@rncm.ac.uk)

### RNCM Mental Health First Aiders

Jane Gray  
Student Wellbeing Advisor  
E [jane.gray@rncm.ac.uk](mailto:jane.gray@rncm.ac.uk)

### John Habron

Head of Music Education  
E [john.habron@rncm.ac.uk](mailto:john.habron@rncm.ac.uk)

### Emily Mason

Programmes Administrator  
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### Dominic Wood

Environment and Operations Manager  
E [dominic.wood@rncm.ac.uk](mailto:dominic.wood@rncm.ac.uk)

## International Induction 9 - 13 September 2019

### Welcome Day Monday 9 September

Time	Event	Location
11am - 12pm	Welcome Morning	Studio 5
12 - 1pm	Orientation Activities with the Students' Union	Studio 5
2 - 4pm	College Tour	Meet at Reception
2 - 4pm	Question and Answer Drop-In Session	Studio 5
5 - 7pm	Welcome Reception	Lower Concourse

### Living in Manchester Day with the RNCM Students' Union

Tuesday 10 September

Time	Event	Location
10 - 11am	Health and Safety in the City	Studio 5
11am - 12pm	City Tours	TBC
2 - 4pm	Asda Shopping Trip	TBC
5 - 6.30pm	Social Activities	TBC

### Studying at the RNCM Wednesday 11 September

Time	Event	Location
10 - 10.45am	Introduction to College IT (Moodle, student email, Asimut)	Studio 5
11am - 12.30pm	Information Seminar with English Language Support, Student Finance, Orchestras and Ensembles and Professional Engagements staff	Studio 5
12.30 - 1pm	Tier 4 Information Seminar	Studio 5
2 - 2.45pm	Student Wellbeing	Studio 5
3 - 4pm	Undergraduate Study Methods	Studio 3
3 - 4pm	Postgraduate Study Methods	Studio 5
7 - 10pm	Students' Union Film Night	Sir Charles Groves Hall

### Study Support Day Thursday 12 September

Time	Event	Location
10am - 1pm	Undergraduate Library Induction Postgraduate English Test	Library Studio 5
2 - 5pm	Postgraduate Library Induction Undergraduate English Test	Library Studio 5
7 - 10pm	Bring and Share Night	Sir Charles Groves Hall

### Activity Day Friday 13 September

Activities to be confirmed

**Welcome Desk:** Monday to Friday 9am - 5pm, RNCM Reception

**College Tours:** Monday 2 - 4pm, Tuesday - Friday 1 - 2pm

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