

LONDON

SITE- SPECIFIC GUIDE



ACADEMIC
STUDIES
ABROAD

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Pre-Departure

Please see our Pre-Departure Guide for All Programs for additional important pre-departure information!

Please add the important numbers to your phone

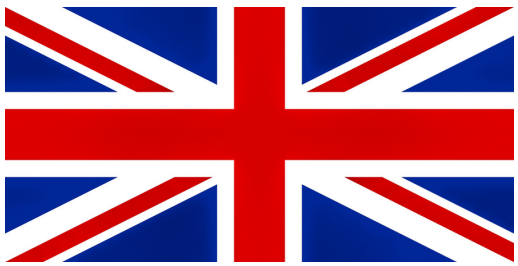
ASA Office in Boston, MA Academic Studies Abroad 1329 Highland Ave. Suite 1 Needham, MA 02492 Tel: 617-327-9388 24-hour Emergency Cell: 857-366-6821 Email: hello@academicstudies.com Web: www.academicstudies.com	ASA Site Director Tori Hedges +44 (0) 7512 738 676 tori@academicstudies.com University of Roehampton Grove House Roehampton Lane London, SW15 5PJ United Kingdom TEL: +44 (0) 20 7815 6709 Website: https://www.roehampton.ac.uk/ International Office Email: roehamptonabroad@roehampton.ac.uk
<u>U.S. Embassy in London</u> https://uk.usembassy.gov/ 33 Nine Elms Lane London SW11 7US United Kingdom +44 (0) 20 7499 9000	Additional Emergency Numbers (Local numbers, as dialed in the UK) Police, Fire, Ambulance: 999 Campus Emergencies: 3333 (from internal phone) Campus Emergencies: +44 (0) 020 8392 3333 (from mobile phone with USA number)

In an emergency, please contact your ASA Site Director immediately.
It is of utmost importance that you notify your Site Director of any problems, issues,
or concerns that you encounter while you're abroad.

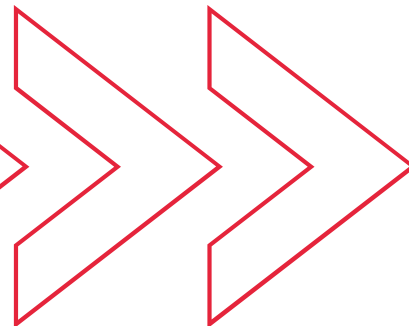
011 = International Dialing Code

44= United Kingdom Country Code

International Dialing Instructions



- Within the UK: Dial the local number as is, including the beginning 0.
- How to call the UK from the U.S.: Dial 011 44 plus the local number but drop the first 0 of the local number. For example, if the number you're trying to call is 0 7447 840 064, then you would dial 011-44- 7447 840 064.
- How to Call the U.S. from the UK: 001 + area code and number



Passport & UK Entry Clearance Requirements

All U.S. citizens must have a passport that is valid for at least 6 months beyond the day you plan to return to the U.S.

What should I do if I lose my passport?

Contact the local police, the U.S. Embassy, and your Site Director immediately. Having a photocopy of your passport on hand will make it MUCH easier to have it replaced.

IF YOU DON'T HAVE A U.S. PASSPORT, PLEASE NOTIFY ASA IMMEDIATELY!

Non-U.S. citizens may have a different visa process than described below, that requires steps to be taken in the U.S. or your home country before you arrive in England.

If you are studying in the UK for one Semester or a Summer program, you will need to pack the following documents in your carry-on. When you arrive at immigration you will see the option to go through eGates (electronic-only kiosks) or see an immigration officer (an actual person), BOTH options are fine. If you see an immigration office they will ask to see the below documents. If you go through the eGates, you will not have to present the documents.

- **University of Roehampton acceptance letter**
 - (Emailed to you prior to departure. Make sure to print this document!)
- **ASA letter addressed "TO: The UK Visas and Immigration"**
 - (Emailed to you prior to departure. Make sure to print this document!)
- **Valid Passport**
- **Proof of funding for your stay in the UK**
 - The letter from ASA confirms that you have met your financial obligations concerning tuition (course fees) and accommodation for the full term of your studies.
 - You must also provide proof that you have enough money to live on during your stay: a minimum of £1,334 per month of your stay; present bank statements from you or your parents.
- **Round trip plane ticket**
 - You will not be allowed to enter the UK on a one-way ticket.
- **Air Tickets/Boarding Pass/Flight Itinerary**
 - When you enter the UK you will likely be funneled into the eGates which are electronic immigration kiosks designed so that you don't necessarily see an immigration officer (a live person) when you land in the UK.
 - You will not receive a stamp in your passport showing the day you entered the UK which is vital information for your UK university to enroll you in courses.
 - You must keep your air tickets, boarding pass, or flight itinerary because your university will need to see it. Documenting your exact entry dates into the UK is part of your host university's process of finalizing your registration before you can begin your courses.

STEP & ETA

STEP: Safe Traveler Enrollment Program

STEP registration is MANDATORY to complete before departure. This free service, offered by the US Department of State, enables the DOS to quickly contact US citizens abroad during emergencies, such as natural disaster, civil unrest, or a family emergency. By registering, you also get real time updates about safety, security, health, and weather in country. Click this link to complete your STEP registration before departure: <https://mytravel.state.gov/s/step>

MANDATORY:

**IF A US CITIZEN, YOU
MUST ENROLL IN STEP**

ETA: For studying in, visiting & transiting through England, Scotland, Wales & Northern Ireland

WHO:

For United States (US) passport holders, the ETA is required for anyone traveling to the UK for study, visit, or transit through (layover), via any method of transportation (e.g. plane, train, boat). If you are traveling on a non-US passport, first check to see if you can apply for an ETA [here](#). If your country is not yet approved for the ETA, notify your ASA Program Manager immediately (617-327-9388) for the next steps.

WHAT:

The Electronic Travel Authorization (ETA) grants permission to travel for those who do not currently need to obtain a visa or do not have a United Kingdom (England, Scotland, Wales, and Northern Ireland) immigration status. **The ETA is valid for two (2) years from date of issue, or until passport expires, whichever is sooner.** It is valid for multiple journeys and must be valid for the entirety of your stay. It cannot be extended.

The ETA is digitally linked to your passport. There is no physical component. While you are not required to show a paper copy, we highly recommend saving a screenshot and/or printing your ETA approval email and adding it to your acceptance documents for your records. You are required to send a copy of your ETA approval email to your ASA Program Manager. To see how to apply, read on.

HOW:

Students apply for the ETA electronically via the [UK ETA app](#).

Application Steps:

1. Watch the short "Getting Started: Applying for the UK ETA" video.
2. Gather information for the ETA application (contact information, physical valid U.S. passport in hand, recent photo or headshot, method of payment). Your flight itinerary is not required to apply.
3. Follow the instructions on the app or the UK GOV website. We recommend applying and getting approval at least 1 week prior to arrival in the UK.
4. Once received, **SAVE** your UK ETA approval email as a pdf or jpeg. Be sure that it is legible and email a copy to your ASA Program Manager. This is a critical step, as we must ensure you are complying with immigration requirements.

Budgeting for Study Abroad

England's official currency (like the rest of the United Kingdom) is the pound sterling, which is indicated by the symbol £ before the amount and it is divided into 100 pence. It can also be shown as GBP. The banknotes are worth £50, £20, £10 and £5; the coins £2, £1, 50p (50 pence), 20p, 10p, 5p, 2p, 1p.

Exchange rates fluctuate, so check <http://www.xe.com/ucc/convert.cgi> for today's exchange rate.

How much money should I bring?

US\$250-300 per week of your stay

Please note that these are general guidelines based on what past students have reported spending. Some students spend less and others more. The above figures do not allow for traveling every weekend, eating out a lot, or shopping every day.

What expenses should I budget for?

Please note: Housing, medical insurance, and all other ASA services are not included during the break between semesters or terms.

1. **Books and materials for your classes** Budget US\$350 per semester
2. **Local transportation** Budget \$250 per semester. Local transportation includes getting around town during your free time, getting to and from where your group is meeting to depart for an excursion or academic field trip, and getting home afterwards. This may include paying for bus and taxi fares.
3. **Cell phone** Budget US\$400 per semester
4. **Spending money / Personal expenses** Entertainment, shopping, souvenirs, dining out, travel, haircuts, toothpaste, etc. This is accounted for in our weekly money recommendation.
5. **Meals on excursions** (Accounted for in weekly recommendation above)
6. **Transportation back to the airport at the end of the program** Budget US\$40
7. **Have at least \$1,000 in savings for emergencies**

Resources for Saving Money

- **International Student Identity Card (ISIC)**
 - The ISIC card is the only internationally accepted student identity card which provides student status verification, thousands of discounts worldwide and access to the global student community. Check website for country specific information.
- **Lonely Planet Travel Books**
 - Discover the world through the eyes of Lonely Planet's network of global travel writers with their curated selection of guidebooks designed to help you plan unforgettable experiences. Go with a plan. Come back with a story.

Arrival

What should I do when I get off the plane at London Heathrow airport?

01 Passport Control/Immigration

After you de-plane, you will go through Passport Control (also called Immigration/Customs), where you may have your passport stamped. It may take up to an hour or more to pass through Immigration.

02 Baggage Claim

After Passport Control and Customs, follow signs to baggage claim. Delayed baggage must be reported to your airline's lost luggage counter before exiting the baggage claim area. After claiming your bags, exit into the airport lobby and look for Tori, your ASA Site Director. Look for a sign or connect with her via WhatsApp. Staff cannot meet you at Baggage Claim.

03 Meet ASA Staff

ASA staff will take you to your housing.

If my flight is delayed, will you still pick me up at the airport?

If you will not be arriving as scheduled, it is YOUR responsibility to notify the emergency contact person indicated on your Last-Minute Checklist. See above for inexpensive and quick transportation options to campus.

HELPFUL TIPS

Address for delivery of delayed luggage:

Your Name
Residence Hall Name
Res Hall Address
(You will receive your housing assignment and address before departure.)

Academics

University of Roehampton
Roehampton Ln, London
SW15 5PH
United Kingdom
+44 20 8392 3000

HELPFUL TIPS

Website:

[University of Roehampton](http://www.roehampton.ac.uk)



Student Life

The University of Roehampton has a range of bars, social spaces and catering outlets to suit all tastes. The venues host events including club nights, live music and weekly markets. The outlets include various non-alcoholic spaces.



Different Grading System

In the UK, most university classes DO NOT have continuous evaluation throughout the semester – meaning you won't have quizzes, papers, partial exams, mid-terms, etc. to count toward your grade! Your final grade in a module could depend entirely on ONLY ONE final exam or one assignment! Or, your grade may depend on one mid-term assignment and one final exam or final assignment.



Attendance Policy

Attendance to class (lectures) is required. Attendance will be tracked by each individual professor. **NON-ATTENDANCE WILL AFFECT YOUR GRADE** because usually one major topic is covered in each lecture. If you miss one lecture, you will miss an entire topic. In cases of extremely poor attendance, the lecturer reserves the right to lower your grade.

A detailed Calendar of Events, including orientation and excursion dates & locations, will be emailed to you about 2 weeks before your program starts. ASA will run as many of our normal excursions and activities as possible, according to what is permitted in your host city and country. The calendar is subject to change. All Orientation Meetings are mandatory. Click [here](#) to view the general Academic Calendar for your upcoming program (which includes dates of any breaks).

Grades and Exams

Academics

Be prepared for the fact that your British professors may have different teaching styles than what you have experienced! In England, university class are usually more lecture-based than what American students are used to. There may be fewer class discussions, debates, and group projects than what you are accustomed to. University classes in Great Britain usually allow students more independence and less guidance than university classes in the States. Universities generally expect students to be more "self-starting" than American students are used to. Although getting used to different styles of teaching is a normal part of the study abroad experience, we do realize that difficulties and confusion could arise. Don't forget to ask for help if you need it!

If you have an exam, it will typically be in essay format and you're allotted several hours to complete it. Since it's going to count for a big part of your grade, the expectation is that you write A LOT – as much as you possibly can, is an effort to show the depth of your knowledge and understanding of the coursework. Finally, if you have any doubts about what is expected in a module, please check with your professor as early on in the semester as possible. It is always better to ask questions than to wish you had later on.

You must check with your home institution to ensure you understand:

- The minimum grade you need to earn to receive transfer credit. Typically you need to earn a C or C+, but this can vary by institution. Check with your home institution to ensure you understand their requirements!
- Will your grades impact your GPA? Every institution handles this differently! Some institutions transfer in study abroad grades and it impacts your gpa. Some transfer in the grades and it doesn't impact your gpa. Others transfer in study abroad grades as pass/fail. Be sure you understand how your institution handles this.

You must check with your host institution or ASA Site Director upon arrival to ensure you understand:

- The deadline to change or drop classes. Classes dropped after your host institution's add/drop deadline will appear on your final transcript with a failing grade.
- What is your host institution's attendance policy? Absences from class will affect your grade and can result in a failing grade. Many institutions only allow a couple of absences a semester and only for valid reasons such as medical. Travel or family/friend visit is NOT ever an excused absence.

Percentage	Grade	Grade Point	Pass/Fail
80-100	A+	4.3	Pass
70-79	A	4	Pass
65-69	A-	3.7	Pass
60-64	B+	3.3	Pass
55-59	B	3	Pass
50-54	B-	2.7	Pass
46-49	C+	2.3	Pass
43-45	C	2	Pass
40-42	C-	1.7	Pass
35-39	D	1	Fail
0-34	F	0	Fail

*These are suggested grade equivalencies provided by the host institution and are SUBJECT TO CHANGE. Your home institution may use a different set of equivalencies. Your HOME INSTITUTION will ultimately determine your final grade and credit equivalencies.

COVID-19 In Country

You are responsible for complying with all COVID-19 protocols and recommendations throughout your journey. COVID-19 protocols will vary based on the city where you are studying. Once you arrive, our Site Director(s) will educate you on the COVID-19 protocols you need to follow on site. PROTOCOLS ARE SUBJECT TO CHANGE WITHOUT NOTICE! Local officials make changes to protocols based on case data, which may become stricter or more relaxed at any time.

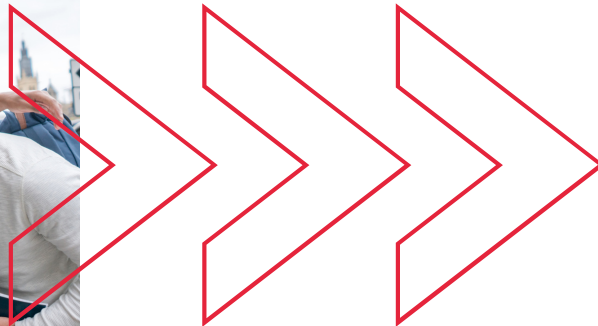
Your housing and host institution may have their own COVID-19 protocols you must follow as well. Once again, these are subject to change without notice.

Health & Wellness

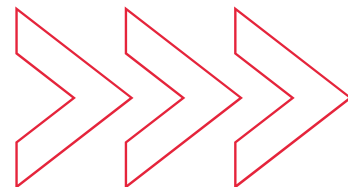
Many students do feel ill during their first few days abroad, due to the time zone change and different foods, homesickness, tiredness, etc. Please rest assured that it will pass and you will be having a great time in London before you know it!

One good way to ensure a smooth transition into life in London is to make sure that you don't nap too much the day you arrive. Naturally, you will be tired after your transatlantic flight and therefore will be tempted to sleep the day you arrive. Taking a short nap will probably be good for you, but please try not to sleep all day because then you won't be able to sleep that night.

If you become ill, contact your site director immediately. There are several pharmacies close to campus, where you could ask the pharmacist to recommend some medication.



Everyday Life



Housing

ASA will email you your housing assignment approximately 1-2 weeks before your program start date.

Students will be living in on-campus residence halls. Rooms are divided into flats of 5 or 6 single occupancy rooms, which all share a common kitchen, bathroom, and common area. All rooms have Internet. Meals are not included, but there are a number of cafes, bars, and dining halls throughout campus. During orientation, University of Roehampton will take you on a walking tour of the campus and immediate area so you will know where to find the grocery store, pharmacy, ATM, etc.

Will I have a roommate?

No, all rooms are single. However, you will have 5 or 6 other students in your flat (called your flat-mates), with whom you'll share a kitchen.

What are the rooms like?

They are probably a bit smaller than you're used to, but you have everything you need. What you'll have is actually a normal sized room in the UK and Europe. Living spaces in Europe are generally smaller everywhere you go. Each room has a twin bed, desk, armoire, shelves, and either a shared bathroom or an en-suite bathroom "pod."

Do I need to bring bedding and towels?

Bedding and kitchen packs are covered by your program fee. The bedding pack will include a sheet, duvet, pillow, and covers, while the kitchen pack will include a range of cutlery, crockery, utensils, pots, and pans. You do not need to purchase these packs separately. You do need to bring a towel. If you need a specific bedding material we recommend you bring your bedding and one towel; preferably ones you won't mind leaving behind when you leave (to save room in your suitcase). Because of the exchange rate, bedding is quite a bit more expensive in the UK than what you're accustomed to.

Where can students do laundry?

Students will have 24-hour access to the coin-operated laundry machines on campus.

Can I move in early or stay after the program ends?

No. Students who choose to arrive early or stay late must make their own lodging arrangements for any extra days.

Roehampton Students' Union (RSU)

At Roehampton, you will have the chance to get involved, find new interests, and develop your abilities beyond your subject of study. You can play sports and music, join one of our many societies, and enjoy the on-campus cafes and bars. Roehampton has dozens of student societies and the Roehampton Students' Union (RSU) can help you make the most out of your experience at Roehampton.



HELPFUL TIPS

Virtual Tour of University of Roehampton Campus

University of Roehampton has a range of bars, social spaces, and catering outlets to suit all tastes. Venues include club nights, live music, weekly markets, etc.

View the on-campus social spaces [here](#).

Everyday Life

Living in London

From the very beginning you will notice that things are different in London: The looks and styles of streets, the taste and smell of food, the sounds of voices and traffic. These are the tangible things that you will notice right away. To understand and become comfortable in your new environment, you have to start getting used to the city, the ways of Britons and the habits and tastes of your new English friends and acquaintances. Soon you will start to see the reasons behind English customs, and you will come to enjoy your ability to fit in.

London is a very large city, with a population of about seven million. This booming city boasts every type of restaurant, museum, theatre, bar, club, and person imaginable. Over 30% of those who live in London are of overseas decent, making it an incredibly diverse city.

For Americans, London can be an expensive city. For the most part, things are prices the same in London as in American cities, except that the pound costs more than the dollar.

Tipping

A 10% tip is customary for restaurants. It is not necessary to tip bartenders. For taxi rides, a 5% tip is sufficient, if any at all. A lot of people don't tip taxi drivers in the UK at all.

Local Transportation

Taxis: There are basically two types of taxis in London: black cabs and "gypsy" cabs. The gypsy cabs tend to be cheaper, but aren't legal and aren't as safe, as they are not bonded. In many cases you must give the driver directions. Ubers are also available in London.

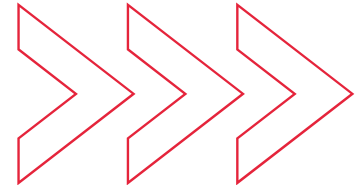
Subway/Underground: This is a fast and easy way to get around London during the day. Also known as "The Tube" - <https://tfl.gov.uk/modes/tube/>

Busses: There are more bus lines than you can count in London that can bring you to anywhere from anywhere. In most cases the Tube is fast than the bus, unless you need to get somewhere that is between Tube stations.

Air: There are 4 major airports in London: Heathrow, Gatwick, Luton, and Stansted. None of these are actually in London, but Heathrow is only a 15-minute train ride away from Central London if you take the Heathrow Express train.

Academic Studies Abroad 13

Everyday Life



Left-side Driving

Though most of the world drives on the right side of the road, England drives on the left. When you are crossing the street, you will need to be cautious as the drivers will be coming towards you in the opposite direction than you are used to. Walk where cars can see you, not behind signs or bushes. Wear clothing that is visible at night, not black. When you cross the street, look both ways. Face traffic when you are walking so that you can see approaching vehicles. And always assume the motor vehicle has the right of way!

Weather

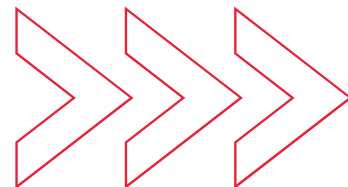
Fall – Be prepared for possible hot and humid summer temperatures upon arrival for the Fall semester that may last until mid-September. In October it will begin to cool down, and typically there are rain showers as the Winter temperatures arrive. From the beginning of November, the weather may become quite cold, and December is usually cold and wet.

Spring – In January and February, London is at its coldest. Prepare for short days and cold temperatures, with sundown between 5-6pm. You will need to pack warm winter clothing that you can layer and a water resistant jacket and umbrella. There will be wet, windy and wintry days until mid-March, when it will start to warm up.

Summer – Warm weather (highs in the 70s-80s). Still, it could get chilly at night or even rain, so bring a sweater/jacket.

Months	Temperature	Rainy Days/Month
Jan - March	40-53° F	9-12
April - May	45-65° F	9
June - Sept	55-74° F	8
Oct - Dec	40-60° F	10

Staying In Touch



Cell Phones

For information about cell phones abroad, please see the
ASA PRE-DEPARTURE GUIDE FOR ALL PROGRAMS

Time Difference

The following are the number of hours BEHIND England each region is:

Pacific	Mountain	Central	Eastern
8 hours	7 hours	6 hours	5 hours

For date and time around the world, to help schedule meetings, sunrise and sunset, use the [Time and Date](#) website.

Computers & Internet

Should I bring a laptop? Yes! All on-campus accommodation rooms and campus buildings have Wi-Fi.

HELPFUL TIPS

For information about using a plug adapter with your laptop,
see PRE-DEPARTURE GUIDE FOR ALL PROGRAMS