



CHURCHILL COLLEGE CAMBRIDGE
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FOR REFERENCE – You will already have received this letter, tailored to you, to your personal email address. If you have not, please let the Tutorial Office know straight away.

Dear Student

As you know from our previous correspondence, I am delighted that you will be joining us in Churchill next term. This letter and all the information that is included with it are to provide you with helpful information **and to ask for several responses from you**. It is vital that you read all this letter closely and provide the responses that we ask for, there is a checklist at the end of this letter for you to tick off as you complete them.

Throughout your time in Cambridge you will be supported by two academic members of College who are here to guide your advancement and progress in Cambridge:

- A Tutor who will be your first port of call if you have any pastoral or welfare concerns. As academics, tutors have years of experience of the Cambridge system and are best placed to identify and connect you to specific applications (e.g. for financial or education support) or expertise that you may need. Their support is provided in confidence and when you meet at the start of term they will explain their role in further detail.
- Your Director of Studies will be an expert in your subject and will advise you on your choices of papers or subject within your course, organise your supervisions (small group teaching) and answer any subject specific questions or concerns that you may have.

People will use e-mail to contact you, and it is important that you start using your Cambridge e-mail address before you arrive. You should have received information from the central University to your personal email that explains how to login to Raven and use Cambridge email. Your Cambridge e-mail address will be user-id@cam.ac.uk and your user-id is a short series of letters and numbers e.g. abc12 or abcd2 or ab1234. You **must** get into the habit of checking it very regularly – at least twice a day. The primary email address we will use to contact you will be your Cambridge email address.

If you are a UK or Home student and have not yet applied but intend to apply for a student loan, please remember that it is particularly important to apply at the start of your course, for four (or six) years of funding if there is any possibility that your course might last four or more years. For example, all Natural Scientists have an option to stay on for a fourth year, depending on results. If you do not intend to apply for any student financial support, please be aware that you must provide the College with proof of your eligibility for Home student status before you arrive in College; otherwise you will be liable to pay the College Fee as well as full University tuition fees. Your first rent payment will be due on 1 November by direct debit, to allow time for your funding to arrive in your bank account. Please contact the Student Finance Officer (students.accounts@chu.cam.ac.uk), if you have any queries about fees.

As a new student, you will be required to pay a Membership Bond of £250. Further information about this Membership Bond – including how to pay - is available on the following webpage:

- Undergraduate financial information pages [Finance Information for Undergraduates - Churchill College \(cam.ac.uk\)](https://www.chu.cam.ac.uk/finance)

Teaching and Learning in Cambridge –

The University of Cambridge is a residential institution, and the expectation is that all full-time students on degree-level courses will be in residence in Cambridge in 2023-24. We have been working closely with the JCR (undergraduate student) committee to plan activities before the start of Full Term to enable you to settle in. To facilitate this, all new Freshers must arrive by 3pm on Saturday 30th September at the latest.

Ordinarily the University requires **all students to be resident in College throughout the whole of Full Term, including weekends.**

The dates of Full Term in 2023/24 are:

Michaelmas Full Term
3rd October – 1st December 2023

Lent Full Term
16th January – 15th March 2024

Easter Full Term
23rd April – 14th June 2024

In addition to the information provided in this letter, we ask that you read and consult:

- a [Virtual Freshers' Pack of information and activities](#) – all of which is important for you to read and/or complete

Arriving

Arrival for International (non-UK) Students

If you are an international student, the International Students' Campaign are running an International Freshers' Week from Monday 25th September if you are already in Cambridge by this time.

The UK's Points Based Immigration (PBI) legislation requires that you register with the Tutorial Office and hand over your passport and Biometric Residence Permit (BRP) for scanning if you are required to have one. The BRP will first need to be collected on your arrival in Cambridge either from the Main Post Office in Cambridge OR if you have used the ACL code on your visa application, from the Tutorial Office in Churchill College. If you are collecting your BRP from the Tutorial Office, they will email you via your University email address when the BRP is ready for you to collect. Please do not attempt to go to the Tutorial Office until you have been emailed with an appointment. If you fail to meet your obligations under the PBI legislation, i.e. if you fail to collect your BRP and show it to the Tutorial Office in College as soon as possible, you could be deported.

The International Student Guide Pre-arrival and orientation information can be found here: https://www.internationalstudents.cam.ac.uk/files/international_student_guide.pdf

Arrival for UK Students or home visa status students

All UK Freshers must arrive in Cambridge by 3pm on Saturday 30th September, however, if you need to, **we can facilitate an arrival from 23rd September.** You should have already been sent a link to an online arrival form (<https://forms.office.com/r/wRRRWi55K9>) to provide your preferences for arrival dates and time. The deadline for completing this form is **5pm on Sunday 10th September.** If you have any questions, please contact the Accommodation Office at accommodation@chu.cam.ac.uk.

If you are unable to arrive before the start of term – please contact the Tutorial Office immediately.

ALL STUDENTS

Proof of identity check

All non-UK students must present their passport and BRP (if required) to the Tutorial Office shortly after their arrival in Cambridge and as described above you will be emailed by the Tutorial Office with an appointment to do this when you show or collect your BRP. If you are not required to obtain a BRP, we will still need to see your passport, and certificate of permanent residence, if you have one. Please come prepared to have your ID checked on 30th September at the registration desk upon arrival in College.

All UK students must present a form of photo ID (eg. passport, photo-card driving-licence) on 30th September at the registration desk upon arrival in College. If you do not have photo ID, a full birth certificate may be acceptable.

This is so we can fulfil our legal duty to check the identity of everyone being admitted as a student.

If you have the following qualifications, please bring your certificates with you when you join. These must include a stamp or a signature. Our Admissions Office will do random spot-checks of students' qualification certificates, so you may be contacted to present your certificates to us.

- Highschool and sixth form level qualifications including:
 - GCSEs / IGCSEs,
 - SQA Highers,
 - High School Diploma
 - European qualifications (e.g. the German Abitur, Baccalaureate Diplomas, Matura/Maturi, etc.)
 - Chinese Gaokao
- Degree results, for example first year university transcript

You do not need to bring certificates for AS Level, A Level, Cambridge Pre-U, STEP, IB, Welsh Baccalaureate, Scottish Advanced Highers, or Irish Leaving Certificate.

Room Licence

Following your completion of the room survey, we have allocated you a room in College based on the preferences and details you expressed in this survey. We only had a limited number of ensuite rooms available and students with medical conditions were prioritised. We have also prioritised maintaining first year groups as we know that students thrive when they are amongst other first years. Early next week, you will receive your Room Licence for the academic year 2023-24 which indicates the room number you have been allocated. This will arrive from Dropbox Sign, an electronic signature company. Please watch your email for this and check your spam folder if you have not received this email by the end of next week. You should read the Agreed Terms carefully before signing the agreement.

Medical Information

You will be required to register with a doctor in Cambridge, to complete a form giving their name, and also the name, address and telephone number of your doctor at home; please therefore bring the latter information with you. If you are from the UK, you will need to bring your National Health Service medical card, or your NHS number, so that your medical records can be traced quickly. If you have any disability requiring special facilities of any kind, and if you have not previously notified the College or the University Accessibility and Disability Resource Centre, please let us know straight away so that the necessary arrangements can be made in good time. You may be able to register with a doctor in Cambridge online, and details will be provided in the Virtual Freshers' Pack.

Medical Information Form (complete online before arrival)

We need this to protect the health and welfare of the whole College community, as well as the individuals who comprise it. The [form](#) can be found on your Virtual Freshers' Pack. **This is required before your arrival.** Ordinarily, confidential information is shared only within the College welfare team (Senior Tutor, Tutors, Tutorial Office staff, Nurse, Head Porter), and even then, on a strict need-to-know basis.

Computing

Churchill College offers a wide range of computing facilities and services, full details of which are available on the College website at [Computing Support - Churchill College \(cam.ac.uk\)](http://cam.ac.uk/ComputingSupport). All the rooms at Churchill College are covered by both a wired and wireless network. Please note that registration is required to use the wired network. Contact Computing Support for a registration form.

There are two wireless networks available for general use: Eduroam and UniOfCam. It should be noted that UniOfCam is currently in the process of being discontinued by the University and requires regular reauthentication, and so Eduroam is more convenient for long-term use. Information about how to connect your computer to Eduroam is available on the Computing pages of the College website. If you are unable to connect your devices to Eduroam, please contact Computing Support.

Your attention is drawn to the network-abuse policies, which include the College's ban on peer-to-peer (P2P) software amongst other things. Details of these policies can be found on the Computing website ([College Network Policies - Churchill College \(cam.ac.uk\)](http://cam.ac.uk/CollegeNetworkPolicies)).

Post and Luggage

Letters sent to you at College will be kept for you in the Porters' Lodge. Students are allocated pigeonholes (our term for a post box) in a secure room. Any post that arrives for you at College will be placed in your pigeonhole daily. Additionally, the arrival of any parcels is recorded and a slip is left for you in your pigeonhole. Parcels can be collected from the Porters. Luggage sent in advance should be addressed to you at Churchill College 'to await arrival'.

College Parenting Scheme

We strongly recommend that you participate in the JCR's parenting scheme which allocates Freshers 'parents' among its existing students to help introduce you to College and Cambridge. To register go to:

https://docs.google.com/forms/d/e/1FAIpQLSd32eTUH60NjgwzkRZ_NqhdN11sDyFgHnp3dG0NJ5pKnOGmng/viewform?usp=sharing.

Making sure you stay informed – knowing the rules and guidelines.

We will provide you with a number of important documents that are compulsory reading for all students - these will be marked as compulsory reading/activities within the [Virtual Freshers' Pack webpage](#). This year it is especially important that you read and bookmark this information so that you may refer to it later.

Compulsory reading:

- Churchill Student Handbook
- Accommodation Handbook

As we approach the start of term we will continue to update the [Virtual Freshers' Pack](#) with new information so do keep revisiting it regularly!

Finally, I greatly look forward to meeting you, and wish you well for a successful and happy time at Churchill.

Yours



Dr Rita Monson
Senior Tutor

Compulsory reading/forms to complete in the Virtual Freshers' Pack

1. Undergraduate Handbook
2. Accommodation Handbook
3. Medical information form

Additional information in the Virtual Freshers' Pack

1. JCR Welcome Letter
2. CamGuides
3. [Reading Lists Online](#)
4. IT Help and Support
5. Provisional Freshers' Programme
6. Electrical visual inspection

Things to complete:

- ☐ Complete your **online arrival form** at: <https://forms.office.com/r/wRRRWi55K9>
- ☐ Complete the **online medical form** before your arrival date.
- ☐ **Sign and date the first two pages of the room licence** and return it **before arriving in Cambridge**

(Tick boxes when task completed)

Useful contact information:

Tutorial Office: tutorial@chu.cam.ac.uk

College Nurse: nurse@chu.cam.ac.uk

Student Finance Officer: students.accounts@chu.cam.ac.uk