

## SU-in Chester

This document serves as a resource for you to help your student as they prepare to study away. Your student has all of this information.

The semester before your student studies away, they will be provided with information regarding the GO Long Process Overview and a Program-specific resources. These cover the next steps in the GO process.

Students should refer to their acceptance documents for exact program dates. Typically, Spring Semester runs from early-January until early-June.

### Application Process

Your student needs to apply directly to University of Chester, using the link sent to them by the GO Office. They will need to submit their application and supplemental documents (2 academic recommendations, official transcript (ordered online for a fee), and passport copy) by the internal deadline: October 1st.

In preparation for the internship they should also work with the Career Development Center to format their Resume into a CV (Curriculum Vitae, the international version of a resume).

An acceptance letter along with further information will be sent to students within 2 weeks of the final application deadline. Students will be sent their student number, enrolment information and the timetabling link to finalize module choices in November. Students will be requested to send their module choices by November 15.

The Residential Living office will contact students about accommodation at Chester. through Global Semesters (the study abroad office).

Additional information is outlined here: <https://www1.chester.ac.uk/international/study-abroad/incoming-exchange>.

### Courses at the University of Chester

For the semester in Chester, your student will be directly enrolled at the University of Chester. Students will select which courses they are interested in during the application process, and actual registration takes place at Chester upon arrival. It is important to also complete the course approval process through GO - there is some information [HERE](#).

Students take courses (which Chester calls Modules) during the first portion of the semester, and then near the end are placed full-time in an internship. Students are recommended to enroll for 60 credits & the maximum number of credit students may enroll in is 70.

- It is difficult to enroll in courses across departments and levels, so they should focus on choosing classes only within one or two departments and that are all the same level.
- Each 10 credits at Chester University count for 2.5 credits at Susquehanna University
- Required Courses:

- Work-based Learning (course taken in conjunction with the internship) - 20 Chester Credits, 5 US Credits
- Intercultural Experiential Learning ([ML5108 - Intercultural Experiential Learning.pdf](#)) and ([ML5108 - Intercultural Experiential Learning.pptx](#)) - 20 Chester Credits, 5 US Credits

Here are the modules available and the "module descriptors" (the Syllabi): <https://programmes.chester.ac.uk/ies/>

- Students will choose only "**Level 5 modules**" as their exams will not conflict with the internship timing (but others will)
- Students should only select courses offered during "semester two"

## Housing at the University of Chester

During the Chester University application process, you might be asked about your housing/living preferences. You will be living with other Chester University students in campus managed housing. Students usually stay in **Church College Close** (building #33 on this [CAMPUS MAP](#)), between by the Shropshire Union Canal and the tennis courts. It is close to the laundry facilities and is made of small houses that have space for up to eight students per house.

**Kitchen:** Shared kitchen facilities

**Amenities:** You must provide your own bedding and pay per load for laundry

**Meal Plan:** A meal plan card is included in the room fee. The money for the meal plan is given in installments but when the money is gone, the plan is over

- The meal plan allowance is 75 pounds each week.
- It is up to your student to budget the meal plan to last the whole semester. They will not get a refund on any money left over on the meal plan.

\* The housing costs on the budget sheet are confirmed costs. If your student chooses a more expensive housing option, you will be charged the difference.

## Visa Requirements for the University of Chester

The student VISA allows students to study in the UK, and to undertake a part time internship placement as part of their course. In order to receive this VISA, students must be sponsored by a recognized organization or institution, Chester University in this case.

Please note that these are guidance notes only and updated as often as possible, and SU and Chester cannot be held responsible if the visa application is denied for any reason. Please ensure you use this document along with other supporting materials for the most up to date information, as the Government changes details occasionally.

Students should start the application process as soon as they are issued a Confirmation of Acceptance for Studies (CAS) statement by Chester (via e-mail). The CAS statement has a unique reference number, containing information about the course of study for which it has

been issued. This process may take a few weeks.

This process is through the [UK Government Website](#). Students can save the application at any point and return to it any point.

Following the submission of the visa application, students will need to book a [biometrics \(fingerprinting\) appointment](#), purchase additional services (we recommend purchasing round trip shipping labels (to the consulate and back) through VFS), and upload supporting documents. They will need to bring documents with them to the processing appointment, as outlined during their appointment booking, and in the application.

Within 5 days of attending the biometrics (fingerprinting) appointment, all of the relevant documents must be sent to the UKVI at the British Consulate in New York. Students should make copies of all their documents before sending them to UKVI. Students must send all of the documents included on their checklist.

**Students should be advised that they will be without their passports for approx. 4-6 weeks.**

Upon receiving their passport back, students must immediately check that their VISA is correct. This includes personal details and enrollment information. If any details are incorrect, students are responsible for contacting the British Consulate to correct the details. Please contact the University of Chester immediately if there are any mistakes on the VISA.

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Any reference to UK Visa and Immigration in this document will be shown as UKVI.

\*note that visa information is provided based on US citizenship. Students holding a non-US passport should consult with the host consulate for any visa considerations.

## After Acceptance:

Your student will receive an acceptance email from the University of Chester along with a CoE which is the required paperwork for the visa. SU should be billed directly for tuition and housing. If you receive a bill, please forward it to the GO Program ([goprogram@susqu.edu](mailto:goprogram@susqu.edu)) right away. Your student is responsible for any damage deposits.

It is strongly encouraged to submit acceptance documents as soon as possible to avoid any issues with enrollment, and especially the visa process.

At this point, the University of Chester's local program coordinators will be sending emails with valuable pre-departure information about everything from packing and selecting courses to the airport experience. This includes a Pre-Arrival Guide which will give some important information before departure and upon arrival. The first week of the program is reserved for orientation.

## Booking flights and Arrival information:

Students are responsible for booking their own flight to England and back. They should book the flight after receiving the official acceptance letter from the University of Chester, their CAS/visa and have confirmed program dates. They must fly directly into England, without stops elsewhere in the UK. in order to obtain the stamp needed to register upon arrival and to complete enrollment on campus.

If you'd like to use a travel agent to assist with travel planning, Student Universe ([studentuniverse.com](http://studentuniverse.com)), Travel Time ([trvltime.com](http://trvltime.com)) and STA Travel (<http://statravel.com/airfare-deposit-program.htm>) have been used by students in the past. If not using a travel agent we recommend booking airfare directly with the airline rather than a third-party website.

The closest international airports to University of Chester are Manchester Airport (30 miles away, 90 minutes by train) or Liverpool Airport (25 miles away, 35 minutes by road). Once you are in Chester, there are multiple bus and train routes to get to University of Chester. There is also an airport pick-up service provided by your program, more details below.

Directions from each of the airports listed above to University of Chester can be found [HERE](#)

Getting to campus:

Airport Pick-up - There will be a specific date when University of Chester will offer a pick-up from either Liverpool or Manchester airport. Once their flight is booked they should send the details to [international.arrivals@chester.ac.uk](mailto:international.arrivals@chester.ac.uk) to arrange this (if family members have travelled with you to the UK then the collection service is not available to them and alternative means of transport should be prepared.)

By Train/Rail - Chester is well connected to the [railway network](#) and has frequent, fast rail links to major cities in the UK. The University of Chester is twenty minutes' walk from [Chester Railway Station](#), or a taxi ride for a nominal fee. A free bus service runs at regular intervals between the Railway Station and Chester City Centre. University of Chester campus is only ten minutes' walk from the city centre.

By Coach (bus) - Chester has regular [National Express Coach](#) services from most towns and cities in the UK to the Delamere Street Bus Depot (in Chester).

Getting Settled: The first week is dedicated to orientation.

## Other Matters:

**Packing:** Pack all essential items in your carry-on (medicine, jewelry etc.). Refer to the guidelines for bringing liquids in a carry-on (<https://www.tsa.gov/travel/security-screening/liquids-rule>) as well as the airlines' luggage weight limits. We have additional resources posted in your students' application regarding some tips for Traveling and Packing.

**Medication:** For prescription medicines, students must either bring enough with them for the duration of the semester. Note that some medications are prohibited, including many medications for the treatment of attention deficit disorders. Please reach out to a physician to determine a plan of action. We recommend that your student has a written prescription with them as they may be asked for it by customs officials.

Money Matters: We recommend having some local currency. Most local banks have access to give GBP (pounds) or your student can convert USD at the airport. ATMs are also readily available throughout England and they can withdraw cash from ATMs. Students should inform their bank about all travel plans, and also find out whether the bank and credit card issuers charge international transaction fees.

## Travel Day:

Your student should carry their passport, acceptance letter, student visa, Program Contact and Arrival Instructions in their carry-on luggage. **DO NOT CHECK THEM!**

We recommend arriving at least three hours before an international flight is scheduled to board to give time to get through airport security, bag check, etc. If the flight is delayed or cancelled, contact the travel agent or airline where you booked the ticket to be put on the next flight and alert the host program/university of any travel delays.

When your student arrives in England, the first thing they will do is to go through passport control. That is where they show the agent the passport and visa. They should have a copy of their itinerary accessible; they may ask for it to confirm the departure date. The agent may ask some questions about the program. Most agents may not ask anything, but some will ask questions. Things your student should remember:

- They are a student at Susquehanna University in the USA who is studying abroad for the semester at University of Chester.
- They are a full-time student. They will not be working; they are doing an *unpaid* internship *for academic credit*. This is important.