

Dear IAESTE trainee

We would like to congratulate you on having been accepted for a placement in the United Kingdom. We are looking forward to welcoming you to our country and hope you will have an enjoyable and successful stay.

Please find attached:

1. **Reception booklet** Read this carefully in order to make your transition to the UK as easy as possible. It contains vital UK Arrival Information and explains **all you need to do before coming to the UK** and advice on what to expect.
2. **N5 forms** (the official standard acceptance papers of the IAESTE programme).
 - **N5a:** This document is official confirmation of your placement giving the full details of your employer's name, address, and the dates you are expected for training.
 - **N5b: Confirmation of Acceptance** Please complete and return the N5b Form to your National IAESTE Office within two weeks maximum. We at IAESTE UK will not be able to arrange your accommodation without receiving your N5b, so if we do not receive it promptly we may not be able to arrange your accommodation at all!

For Non-EU/EEA trainees only:

3. **Visa application guidelines:** All non-EU/EEA applicants must obtain a visa to enter the UK. It is vital that you read these guidelines immediately and begin your visa application **now**. Do not delay. The process is very strict so you must fill in your forms exactly according to these guidelines to prevent your visa application being refused.
4. **T5 Confirmation of Maintenance Form:** You will require an original copy of this form to submit with your visa application. You will be sent an original copy of this form in the post shortly. Please find attached a copy of the form for your reference only. Do not submit it as an official document.
5. **Certificate of Sponsorship unique reference number:** You will require this number to complete their visa application. Please refer to the visa application guidelines document for instructions.

For nationals of Romania and Bulgaria only:

6. **Accession Worker Card letter**. You will require an original copy of this letter to submit with your Accession Worker Card application. You will be sent an original copy of this letter in the post shortly. Please find attached a copy of the letter for your reference only.

During the summer months when most IAESTE trainees are in the UK we will be organising a summer social programme of cultural and social activities. This provides a great way to make friends with other IAESTE students and see some of our country.

We look forward to meeting you in the UK!

INFORMATION FOR IAESTE TRAINEES COMING TO THE UK

Passports & Visas

Before you leave your own country be sure you have a valid passport. For IAESTE trainees from non-EU/EEA countries your passport **must be valid for at least six months after the date you intend to leave the UK** after your placement. If your passport will expire before this time you must renew it or your visa application will be refused.

If you are in any doubt about the acceptability of your documentation to the British immigration authorities, contact the British Embassy or Consulate nearest your home for advice.

If you are a national of any of the IAESTE member countries listed below, you will require a **visa** to enter the United Kingdom under the UK's new immigration system, the Points Based Immigration system:

Armenia, Argentina, Australia, Belarus, Bosnia & Herzegovina, Botswana, Brazil, Canada, China, Colombia, Croatia, Ecuador, Egypt, Ghana, India, Indonesia, Iran, Israel, Jamaica, Japan, Jordan, Kazakhstan, Kenya, Korea, Lebanon, Liberia, Macedonia (FYR), Malaysia, Mexico, Mongolia, Montenegro, Nigeria, Oman, Pakistan, Panama, Peru, Philippines, Russia, Serbia, Sierra Leone, South Africa, Sri Lanka, Syria, Tajikistan, Tanzania, Thailand, Tunisia, Turkey, Ukraine, United Arab Emirates, USA, Uzbekistan, Vietnam.

All IAESTE trainees of Non-EU/EEA nationality (excluding Switzerland) are required to obtain a visa under the new Points Based System.

Entry Clearance under the Points-based Immigration System

All Non EEA/EU applicants must obtain a visa to enter the UK under the new UK Border Agency Points Based System (PBS) in order to take up an IAESTE work placement.

You must begin your visa application immediately as the process can take up to sixty days.

Your application will cost £125 and **you will be required to a) fill in a form online, b) fill in a paper form, c) have your biometric details taken in person (photograph and fingerscan) and d) to submit certain documentation.** Full instructions on exactly what to do and how to find these forms are in the document "Online visa application guidelines" which has been prepared specifically for IAESTE trainees by IAESTE UK. This is to help you and to ensure your application is successful. You must follow the steps in this document exactly.

IAESTE UK will issue each IAESTE trainee with a **certificate of Sponsorship unique reference number** which is your particular reference number for your visa application. You have been emailed your own unique number and must write it on the paper based form when you fill it in.

We have emailed you a copy of a document called the "T5 Confirmation of Maintenance Form". Please keep this for your own reference. You will see your certificate of Sponsorship unique reference number is written on it. **You will receive the original copy of this form in the post shortly: the original copy of this form is one of the documents you will be required to submit with your application.**

Please begin your online application now. You will be required to submit your T5 Confirmation of Maintenance Form at a later stage in the application process. By the time it is required, you will have received it in the post.

N5 Acceptance Forms

Nationals from EU and EEA member countries, and Switzerland:

If you are a national of one of the following countries: **Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland**, you **do not need to apply for entry clearance** and the **N5** forms are your official acceptance papers for training in the UK. You should keep N5a during the full period of your traineeship. **Form N5b must be completed and returned to the IAESTE office in your own country within two weeks of the date on which you received it otherwise IAESTE UK will not be able to arrange your accommodation.**

Worker Registration:

Nationals from Poland, Lithuania, Estonia, Latvia, Slovenia, Slovakia, Hungary and the Czech Republic have been required to register with the Home Office under the '**Worker Registration Scheme**'. This scheme is in place for those who intend to remain in the UK permanently and who would then be entitled to full rights of free movement after 12 months of continuous work. IAESTE trainees are normally here on short term placements so this requirement only applies in cases where the UK employer is offering a long term placement and requests the student to comply with the legislation. **If your placement is for longer than three months, it is essential that you register within one month of starting your placement in the UK.** You can only apply after you have started work. If you do not apply within one month of starting a job, your employment will be unlawful after that date. Further details can be found on the Work Permits UK website <http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs/workers/> . The fee for registration is £90.00 and you will be issued with a registration card and certificate.

Accession Worker Card (also known as Purple Work Card):

Nationals from Romania and Bulgaria are required to apply for an accession worker card in order to work in the United Kingdom. You must obtain the card before you start work. **Please apply for your card immediately.** You will need to download form BR3 from this link: <http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/bulgariaromania/applying/> . You must post your application and the requested documentation (originals only) to the address in Sheffield, UK. Section 13.2 of form BR3 states that you must send a "letter of approval". This is the Accession Worker Card letter that IAESTE UK will send you in the post.

All non EU/EEA nationals:

The N5 forms are your official IAESTE acceptance papers for training in the UK. You should keep form N5a during the full period of your traineeship. **Form N5b must be completed and returned to the IAESTE office in your own country within two weeks of the date on which you received it otherwise IAESTE UK will not be able to arrange your accommodation.**

These N5 documents alone do not entitle you to come to work in the UK. IAESTE UK has sponsored you under the Points Based Immigration system so that you may apply for a visa to enter the UK. Please follow the "Visa Application Guidelines" document carefully and apply for your visa immediately.

National Insurance

National insurance has nothing to do with income tax. It is the UK equivalent of social security in other countries. It entitles you, for example, to treatment under the National Health Service (NHS).

Nationals from all EU, EEA member countries and countries with which the UK has a Reciprocal Agreement covering National Insurance (the latter include Bosnia & Herzegovina, Canada, Croatia, Israel, Jamaica, Japan, Korea, Macedonia, Montenegro, Philippines, Serbia, Turkey, USA):

You will be required to make National Insurance (social security) contributions of about 11% of your salary, unless you hold a certificate issued by the authorities in your own country showing that you are exempt

under the special rules for that country. Make sure you obtain this document before you leave your own country. (However, if you are currently not working, you will not have made such contributions and probably cannot be exempt/ check with your local authorities). You will need to apply for a **National Insurance number** as soon as you arrive in the UK. Please see for details on how to apply for a National Insurance number at: http://www.dwp.gov.uk/lifeevent/benefits/ni_number.asp

All other nationals:

If the following conditions apply you will not be liable for payment of UK National Insurance contributions for the first 52 weeks:

- you are a student outside the UK
- you were not normally resident in the UK immediately before you arrived to take up your placement
- the work placement is during the summer vacation (June-September only)
- the work placement is of a temporary nature
- the work is similar to or related to your course of study.

In most cases IAESTE trainees on short term placements (12 weeks during the summer) will be able to be exempt. Unfortunately students on long term placements (longer than 12 weeks, and therefore not only during the summer period) will have to pay NI for the full period of their placement.

Personal Insurance

It is a requirement of IAESTE that participants should take out comprehensive personal insurance. Proof of such insurance coverage must be included on form N5b before you return it to your national IAESTE office. Incoming trainees are covered in the same way as UK nationals for industrial accident under the provision of the Health and Safety at Work Act. Some of our reception programme activities include outdoor sports, such as canoeing, hill-walking, etc. Please ensure your insurance covers you for these activities.

Neither IAESTE UK nor the British Council can be held responsible for any accidents which may occur either at your place of work or elsewhere during your training placement in the UK.

Income Tax

Under a special agreement with the Inland Revenue, IAESTE UK is empowered to issue a form P38(s) which, providing your gross income in the UK does not exceed the personal allowance set for the tax year (currently £6475 per annum), confirms that you are not required to pay income tax. The form will be completed by IAESTE UK and sent to your employer when you begin your placement. Students whose gross income exceeds the personal allowance will be liable to pay income tax (currently 25% of gross salary). Please note that your employer is not obliged to make use of the form P38(s) and may still deduct income tax from your salary. If this is the case you may be able to reclaim the income tax at the end of your placement - but this can be a lengthy process. Income tax is generally deducted from your salary by your employer under the system known as PAYE (Pay As You Earn).

The UK has concluded double taxation agreements with a number of countries, so if you are a national of Argentina, Australia, Austria, Belgium, Belarus, Bosnia and Herzegovina, Botswana, Brazil, Bulgaria, Canada, China, Colombia, Croatia, Cyprus, Czech Republic, Denmark, Ecuador, Egypt, Estonia, Finland, France, Germany, Ghana, Greece, Hungary, Iceland, India, Indonesia, Iran, Republic of Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kazakhstan, Kenya, Korea, Latvia, Lebanon, Liberia, Lithuania, Luxembourg, FYR Macedonia, Malaysia, Malta, Mexico, Mongolia, Netherlands, Nigeria, Norway, Oman, Pakistan, Panama, Peru, Philippines, Poland, Portugal, Romania, Russia, Sierra Leone, Slovak Republic, Slovenia, South Africa, Spain, Sri Lanka, Sweden, Switzerland, Syria, Tajikistan, Thailand, Tunisia, Turkey, UAE, Ukraine, United States, Uzbekistan and Vietnam you should ask your employer for form P86 so that a claim for exemption from paying income tax in your own country can be made. Please see <http://www.hmrc.gov.uk/manuals/dtmanual/DT2140+.htm> for a full list of countries with which the UK has double taxation agreements.

Council Tax

If you are on a long term placement and living in private accommodation you may have to pay Council Tax. More details can be found here http://www.adviceguide.org.uk/index/life/tax/council_tax.htm

Health Care

If you are unwell during your stay chemists can give advice for minor ailments. In the event of an accident dial 999 or 112 (free call) and ask for the ambulance service.

You can also check for walk-in services close to where you live, these are services available to everyone without having to make an appointment and without having to register first. They are mostly run by nurses but some walk-in centres offer access to doctors as well. You can search for your nearest walk-in centre on www.NHS.uk/servicedirectories . You can also telephone NHS direct on 0845 4647 whenever you need health advice or information. Trained health advisors (usually nurses) will assess your problem and advise you on the best course of action. Or you can visit their website <http://www.nhsdirect.nhs.uk> .

Those trainees whose placements are for longer than six months are advised to register with a doctor (General Practitioner) in the UK. In order to find out where your closest Doctor's surgery (GPs) is (see <http://www.nhs.uk/England/Doctors/Default.aspx>) or www.yell.com.

Nationals from EU and EEA member countries, and Switzerland:

You are entitled to treatment under the National Health Service (NHS) on the same basis as UK residents and you are entitled to receive some hospital treatment free of charge in the UK. However, like every other UK citizen, you will have to pay for the following:

- a) prescriptions (each item on a prescription costs £7.10)
- b) dental treatment
- c) eye care or treatment

The European Health Insurance Card (EHIC):

If you are a national of an EU/EEA country the amount deducted from your salary each month for National Insurance will entitle you to an EHIC issued in the UK. (The application form for this is available from any post office.) A UK-issued EHIC will entitle you to free emergency treatment (not to full healthcare) when you return to your home country or visit another EU state whilst you are in official employment in the UK.

All non EU/EEA nationals:

You are allowed free emergency treatment but some doctors may not offer you other medical services free of charge. So, you are strongly advised to take out private medical insurance before leaving your home country or else (but this is very expensive) you will have to pay for private treatment in the UK.

If you are not a national of an EEA country, you will be liable to pay for hospital treatment received during the first six months of your stay unless your own country has a reciprocal agreement with the UK exempting you from charges. Thereafter treatment will be free of charge. In the event that you require emergency or psychiatric treatment, or treatment for a contagious disease, you will also be exempt from charges.

Reciprocal agreements exist with the following countries: Armenia, Australia, Bosnia, Croatia, Macedonia, Serbia, Montenegro, Kazakhstan, Russia, Tajikistan, Uzbekistan and Ukraine. Please see http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/GettingTreatmentAroundTheWorld/OtherReciprocalAgreements/OtherAgreementsByCountry/fs/en?CONTENT_ID=4114808&chk=Znil%2BO for details of actual entitlements.

Police Registration

It is a requirement for any foreign national aged 16 and over admitted to the UK for the purposes of employment or study for a period of 6 months or greater to register with the police if they are a citizen of one of the following member countries:

Argentina, Armenia, Belarus, Brazil, China, Colombia, Egypt, Iran, Israel, Jordan, Kazakhstan, Lebanon, Oman, Peru, Russia, Syria, Tajikistan, Tunisia, Turkey, United Arab Emirates, Ukraine, Uzbekistan.

For all students from the above countries, please check your visa stamp carefully once you enter the UK. This will tell you if you are required to register with the police.

In cases where registration is required the individual should present themselves to the nearest police station within 7 days of arrival with their passport and two passport-sized photographs. The police charge a fee for registration, the level of which is reviewed annually (£34 in 2007). To locate your closest police station please look at the yellow pages on the internet www.yell.com or www.police.uk/forces.htm .

Reception & Accommodation

IAESTE UK operates out of three offices of the British Council, one in London, one in Belfast and one in Edinburgh. The London office is responsible for trainees in Wales and England, the Belfast one for those in Northern Ireland and the Edinburgh one for trainees in Scotland.

Be sure you read the appropriate section in the following pages so you know what to expect when you arrive.

Arrival

Since IAESTE UK does not have student local committees in this part of the country, it would be very difficult for us in the London office to meet all the trainees who will be based throughout England & Wales, and it would not be fair to meet only some and not others. Therefore, when it comes to arrival it is necessary to make your own arrangements for onward travel from the airport. Most trainees fly into one of the international airports (Heathrow, Gatwick, Manchester, or Cardiff) and then make their way onwards by coach or train from the airport. You can use the website www.transportdirect.info to find out how to reach your destination in the UK. Enter the airport you are arriving at and the town you wish to go to and it will give you instructions on the methods of public transport available. In some cases your employer, or someone from the local university, will arrange to meet you on arrival in the city/town you will be based in.

Once you have received your N5 acceptance papers please email your employer, introducing yourself, and letting them know your arrival details, and confirming the dates of your placement. You should also ask what the procedure is for coming to work on the first day, e.g. What time you should be there and to whom you should report to. Please send a copy of that email to IAESTE UK (iaeste@britishcouncil.org) You **MUST** do this at least 2 weeks before you travel to the UK. This is to ensure that the employer has time to prepare for your arrival and make your transition as smooth as possible.

Please do not ask them about accommodation unless your original IAESTE UK offer form stated that the employer would arrange this. If it said IAESTE UK would, then you will receive your accommodation details from us. If you have any queries regarding general accommodation issues, travel issues, contact IAESTE UK, NOT the employer.

Accommodation

After we have received your N5b confirming your acceptance of the UK placement, the address of your lodgings and other relevant information will be forwarded to you, usually through the IAESTE office in your own country. If you have given an email address the information will be sent there as well. Arrangements will vary depending on which area of the country you are in, but as much as possible we try to book trainees into self-catering university halls of residence. In more remote areas you may be staying with a family or in bed and breakfast accommodation. *Please note where possible we will try to book your accommodation for the dates you put on your N5b; however we can only guarantee to book you accommodation starting one day before your placement begins and ending one day after it finishes. **The sooner we receive your N5b form, the more likely we are to be able to book your accommodation for the dates you have requested.***

If you have asked IAESTE UK to book accommodation for you this will be done for the entire period of your stay. Should you cancel your accommodation booking you will be responsible for paying any compensation required by the landlord. If accommodation is booked in advance by IAESTE UK and payment is required, you will receive an invoice for the appropriate amount and you should ensure that you pay the sum as soon as possible after your arrival. If you have any questions please call us on 0044 207 389 4771 or email iaeste@britishcouncil.org .

The Summer Social Programme in England and Wales

During the summer months when most foreign trainees are in the UK, the IAESTE office in London organises a series of day trips and weekend excursions to different parts of the country. The social programme for 2009 is not yet finalised but may include:

- A day trip to Cambridge or Oxford
- A London Reception and weekend
- A day trip to York
- An outdoor activity weekend
- August Bank Holiday trip to the Edinburgh Festival

We hope that most trainees will be able to join us at some point during the summer. The more students who attend the events and excursions the better they are. You may have to plan and budget but do try to take part in the social programme. IAESTE UK subsidises many of the events to ensure they are affordable. We will send you more details about each event once you arrive in the UK. **You will have the opportunity to be part of an e-group of all trainees based in Great Britain so you will also be able to make friends and arrange visits amongst yourselves.**

IAESTE UK also hosts annual summer receptions, the purpose of which is to bring together local employers participating in the programme, their foreign trainees, and representatives from other local institutions and organisations which support and promote IAESTE. Clothing for these events will be formal (i.e. shirt, tie, jacket for males and smart trousers/dress/skirt and shirt for females). You should bring clothing for all types of weather for the other IAESTE excursions.

Travelling in the UK

Britain is a relatively small country and although you may not have much time for travel, you should manage a weekend trip or two while you are here. Because distances are not so great, it is perfectly feasible to travel, for example, from London to Scotland for a weekend.

By Coach/bus

Buses and coaches are by far the cheapest ways to travel around and with express services operating between most large towns and cities, travel time is often not as long as you might expect. If you are aged 26 or under you can buy a **Young Person's Coach Card** for £10 which will entitle you to a reduction of up to 30% on the full price of a ticket. The card is valid for one year.

See the website www.nationalexpress.com/ for coach timetables and prices. Another new and very cheap coach company is Megabus - www.megabus.com/uk/

By Train

Travelling by train is much faster but more expensive. However, again if you are aged 25 or under, you can buy a **16-25 Railcard** which entitles you to a third off rail fares across Great Britain and is valid for 12 months. It is well worth investing in the railcard if you plan to make more than one long rail journey during your stay. For more information go to www.16-25railcard.co.uk/ .

Please note that British Rail also offers reduced rate fares for passengers booking their travel at least three days in advance of their outward journey. You can make considerable savings if you book your travel in advance. You can check timetables and book your ticket as far in advance as possible at www.thetrainline.com in order to obtain the best fair possible. When booking there is a section where you can state the railcard you have. Please note that two single tickets can sometimes be cheaper than a return ticket. If you are travelling as a group e.g. four or more persons, booking a "group ticket" can also be much

cheaper. You should also check carefully the restrictions on cheaper tickets. You can telephone British Rail Enquiries on 08457 484950 for timetable information and for a quote on ticket cost.

It is definitely worthwhile buying one or both of the travel cards since they provide the only means of obtaining discounts on coaches and trains in Britain unless you book tickets far in advance. Without a card fares are expensive. If you decide to buy a card remember to take passport-size photographs with you for the card and office records. You should note that although you may see student discount cards advertised, they are only available to students studying in Britain.

Useful tip: In some countries you can purchase an "Inter-rail Pass" valid for 1 or 2 month unlimited travel through the UK. You should find out if your home country sells such travel passes and consider whether they will be cheaper than buying individual tickets in the UK. Travel by train is very expensive so it might be a wise investment before you leave your home.

By Air

If you are considering travel within the UK or to Europe these airlines offer cheap flights:

Ryan Air - <http://www.ryanair.com/>
Easy Jet - <http://www.easyjet.com>

Please make sure you have the correct visa documentation, however, before you book travel outside the UK, as customs officers will otherwise refuse you entry.

The International Student Identity Card (ISIC)

The ISIC Card is the most widely recognised student identification card, which will enable you to purchase discounted air travel (but not on low cost airlines as above) as well as some theatre, cinema and museum tickets. This is available to all students in full-time education and can be bought in your home country/university generally and sometimes through your home IAESTE office. Alternatively you can get it in the UK from a student travel centre at a cost of £9.00 (see: <http://www.isic.org>).

Electrical Equipment

If you bring electrical equipment with you, ensure that it will operate on a voltage of 240v AC, 50HZ. You will also need to bring with you an adapter to connect your equipment to the electricity supply as sockets in Britain only accept plugs with three square pins. Adapters are available from shops at most air and sea ports.

Climate

Much is said about the British climate - most of it untrue or exaggerated! It is not always raining, nor is it perpetually cold. Summers are regularly quite warm, sometimes hot. The average temperature in the south is 18-22 degrees centigrade and in the north 18-20 degrees but it can be much hotter. Light clothing is adequate for the summer but bring something waterproof for the showers and something warm for the cooler days. Winter is not often very cold but it does sometimes snow and frosts are common. Warm and waterproof clothing is recommended. Spring and autumn are mild, often with warm, bright, sunny days.

Dress & Travel Equipment

A few essentials for all students coming to the UK: formal dress is required (i.e. shirt and tie if you are male) when working in a company. We dress formally for work but work in a relaxed atmosphere. Students working in universities can expect to dress more casually but should come prepared for formal occasions. A **sleeping bag** and a backpack if you have one, will be very useful for weekends away!

Banking & Money

Most of the international airports have 24 hour banking facilities (Heathrow, Gatwick, Manchester and Edinburgh). Banks are traditionally open from 0930-17.30 Monday to Friday (Some on Saturday mornings) and are closed on public holidays, commonly known as Bank Holidays. Out of banking hours you can

exchange currency with the independent Bureaux de Change, at larger branches of the travel agents (e.g. Thomas Cook) in department stores and often at hotel receptions. If you need to use these outlets at any time please check the exchange rate and be sure which rate they are going to charge you including commission charges before you agree to the transaction.

In some cases you will be required to open a bank account in order to receive your salary. Sometimes local banks will be reluctant to open an account for someone who is in the country for only a short period of time. If you have difficulty opening a local account please contact IAESTE UK immediately rather than taking the problem to your employer. Normally when opening an account you will need proof of your identity, your address and your income in the UK. However a bank may ask for further documentation because you are not normally resident in the country. It is sometimes useful to bring a letter from your home bank with details of how long you have held an account with them. IAESTE UK and/or your employer may also need to supply a letter of support to your application. Do make sure you bring enough money to cover your first month's living expenses in the UK.

IAESTE UK

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IAESTE UK is managed by the Contracts & Projects department of the British Council and is funded by the UK Education Departments.
The British Council is registered in England as a charity, number 209131.