

# INFORMATION FOR IAESTE TRAINEES COMING TO THE UK

## Passports & Visas

Before you leave your own country be sure you have a valid passport. 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:

**Armenia, Azerbaijan, Bangladesh, Belarus, Bosnia & Herzegovina, China, Colombia, Ecuador, Egypt, Gambia, Georgia, Ghana, India, Indonesia, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Korea, Kyrgyzstan, Lebanon, Macedonia (FYR), Mongolia, Montenegro, Nigeria, Oman, Pakistan, Peru, Philippines, Russia, Serbia, Sierra Leone, Sri Lanka, Syria, Tajikistan, Tanzania, Thailand, Tunisia, Turkey, Ukraine, United Arab Emirates, Uzbekistan, Vietnam.**

If your placement is for no more than three months you should apply to the British Embassy or Consulate for a visa as soon as you have received your IAESTE UK N5 acceptance papers. The N5 form is sufficient proof of your status as an IAESTE trainee and is all you need to obtain a visa. IAESTE UK will also have sent you a letter to present to the Embassy/Consulate requesting that a visa be issued to you. There will be a fee to pay to the British Consulate. **If you are on a placement for longer than three months you will need to wait until you receive your work permit before applying for a visa.** If you are a trainee going to Northern Ireland and require a visa for the UK please apply for a **multi-entry visa** as some of our social activities take place in the Republic of Ireland. Similarly if you intend to travel to neighbouring countries in Europe make sure you apply for a multi-entry visa.

## Entry Clearance

New regulations have been imposed recently by the UK Home Office which require everyone from outside the European Economic Area (EEA) **including non-visa nationals** to obtain entry clearance if they plan to be in the UK for more than six months. In other words, if you are **not** from one of the listed visa-nationals countries above and **not** from the EEA, but intend to be in the UK for **longer than six months**, you must apply at the British High Commission in your own country for Entry Clearance. This cannot be obtained once you are already here and will result in your having to shorten your stay to under six months or being refused entry when you arrive. Make sure you have clearance **for the full time you will be in the UK** because, although renewals and extensions can be obtained, the administrative fee charged by the Home Office is very high. If you are unsure if you need a visa or entry clearance you can check at <http://www.ukvisas.gov.uk/>

## Work Permits

The majority of placements organised through the IAESTE UK programme are for a maximum duration of 3 months. For this period IAESTE UK is authorised to **issue N5 Landing Documents which are accepted in place of a work permit**. Please decide which of the following categories applies to you and read the instructions carefully.

### **Nationals from EU and EEA member countries, and Switzerland:**

If you are a national of one of the following countries: **Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland**, you do not require a work permit, 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.**

From 1 May 2004 nationals from eight of the new EU member states, namely Poland, Lithuania, Estonia, Latvia, Slovenia, Slovakia, Hungary and the Czech Republic, have been required to register with the Home Office under the new '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 may only apply 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 3 months then it is important that you register within one month of starting your placement in the UK. Further details can be found on the Work Permits UK website [http://www.workpermit.com/uk/worker\\_registration\\_scheme/details.htm](http://www.workpermit.com/uk/worker_registration_scheme/details.htm)

### **All other nationalities: (Including new EU countries Romania and Bulgaria)**

#### **Short-term placements (maximum 3 months)**

If you are a national of any country other than those listed in the previous section coming to the UK for a period of training of not longer than 3 months, **the N5 Landing Documents constitute your work permit.** These entitle you to work only for the employer stipulated and for the dates specified.

You should **present the blue form N5a(i) to the immigration officer when you arrive in the UK** so that your passport can be stamped correctly. If you do not do so you will not be allowed to take up your traineeship. You should keep form N5a(ii) for the entire period you will be in the UK. **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**

#### **Longer term placements (over 3 months)**

IAESTE UK has to apply to the Work Permits Unit of the government Home Office on your behalf for a work permit to cover your period of training in the UK. **If it has not been sent with your N5s, it will follow shortly. You must not travel to the UK until you receive the permit.** The application procedure for a work permit can take up to 4 weeks. On arrival in the UK it is important that you present the work permit to the immigration officer in order to have your passport stamped accordingly. If you do not do so you will not be allowed to take up your traineeship.

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.**

## **National Insurance**

**Nationals from all EU, EEA member countries and countries with which the UK has a Reciprocal Agreement covering National Insurance (the latter include Bosnia & Hercegovina, Croatia, Canada, Israel, Jamaica, Japan, Macedonia, Montenegro, New Zealand, 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 liable for contributions at home. 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 [http://www.dwp.gov.uk/lifeevent/benefits/ni\\_number.asp](http://www.dwp.gov.uk/lifeevent/benefits/ni_number.asp) for details on how to apply for a National Insurance number.

## **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 £ 5 035 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 be warned, 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, Bulgaria, Canada, China, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Ghana, Greece, Hungary, Iceland, India, Republic of Ireland, Israel, Italy, Jamaica, Japan, Kazakhstan, Korea, Luxembourg, FYR Macedonia, Malta, Mexico, Netherlands, Norway, Pakistan, Philippines, Poland, Portugal, Romania, Russia, Sierra Leone, Slovak Republic, Slovenia, South Africa, Spain, Sweden, Switzerland, Thailand, Turkey, Ukraine, United States and Uzbekistan, 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.

## **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 122 (free call) and ask for the ambulance service. Any visitor to the UK is entitled to see a doctor, for which there is no charge. If, however, a medicine is prescribed there will be a nominal charge to pay at the pharmacy. 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 is (see <http://www.nhs.uk/England/Doctors/Default.aspx>), or if there are walk-in services close to where you live, call NHS direct on 08 45 46 47 or visit their website <http://www.nhsdirect.nhs.uk>

### **Nationals from EU countries and Norway**

If you are a national of an EU member country or Norway, you are entitled to receive hospital treatment free of charge in the UK. You are not covered for dental treatment in the UK.

### **All other nationals**

If you are not a national of an EU or 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: Australia, Bosnia, Croatia, Macedonia, Serbia, Montenegro, Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Uzbekistan and Ukraine. It does not apply in Estonia, Latvia, Lithuania or Russia. Please see [http://www.dh.gov.uk/PolicyAndGuidance/HealthAdviceForTravellers/GettingTreatmentAroundTheWorld/OtherReciprocalAgreements/OtherAgreementsByCountry/fs/en?CONTENT\\_ID=4114808&chk=Znil%2BO](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, Azerbaijan, Belarus, Brazil, China, Colombia, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kyrgyzstan, Kuwait, Lebanon, Oman, Palestine, Peru, Qatar, Russia, Syria, Tajikistan, Tunisia, Turkey, United Arab Emirates, Ukraine, Uzbekistan.

In cases where registration is required the individual should present themselves to the nearest police station within 7 days of arrival with two passport-sized photographs. The police levy 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](http://www.yell.com) or <http://www.police.uk/forces/forceslist.asp>

## **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.

## **If you are going to Northern Ireland**

### **Passports, visas and currency**

The same rules apply for entry to Northern Ireland as for the rest of the UK. Read the instructions earlier in this document carefully. Please note that the currency in Northern Ireland is the pound sterling (GBP) and not the Euro. Some of you may be travelling to Northern Ireland via the Republic of Ireland (ie through Dublin), and will need to make sure you have the appropriate visa. Please do not hand in your N5 forms to the authorities in Dublin. If you are a trainee going to Northern Ireland and require a visa for the UK please apply for a **multi-entry visa** as some of our social activities take place in the Republic of Ireland. Similarly if you intend to travel to neighbouring countries in Europe make sure you apply for a multi-entry visa.

## **Accommodation**

In summer 2007 around 70 students from all over the world will come to Northern Ireland as part of the IAESTE programme. The majority will be housed in Queen's Elms Village, Belfast. Each student will have a single room with bed linen provided and all necessary cooking facilities are available in the communal kitchen. If you have asked for accommodation to be booked this will be done for the entire duration of your stay. Should you at any time cancel your accommodation booking you will be responsible for paying for the entire period. For those students on placements outside commuting distance to Belfast alternative arrangements will be made. (Londonderry – Magee Halls of Residence / Coleraine – Halls of Residence)

## **Arrival**

We will try to make contact with you a week or so before your arrival to arrange to meet you. If for any reason we are unable to do this you should make your own way to the Europa Bus Centre in Belfast (see information below), take a taxi to Queen's Elms Halls of Residence (cost about £5) and check in at Reception.

We will usually take you to work on your first day. You may now contact your employer directly but please only ask questions relevant to your work placement. For questions concerning travel, accommodation, etc. you should contact IAESTE in Belfast.

## **By Air**

There are two major airports within Northern Ireland: Belfast International and Belfast City Airport. EasyJet and Jet2.com operate direct flights to Belfast International from mainland Europe, and Easyjet also operate flights from Newark, Zoom fly direct from Toronto and Vancouver and Continental operate a service from Newark. BMI fly to Belfast City from London Heathrow. EasyJet, Jet2, bmibaby, Flybe and BA fly into Belfast from a range of other UK airports.

A bus service operates from both airports to Belfast Europa Bus Centre. The Airbus service from Belfast International Airport operates between 05:35 and 23:20 and a single ticket costs £6.00. The Airlink service from Belfast City Airport operates between 06:00 and 21:50 and a single ticket costs £2.00. You can also take a taxi from Belfast City Airport direct to Queen's Elms Village for around £10.00.

## **From Dublin**

If you arrive in Dublin Airport you should take a Bus Éireann or Ulsterbus coach from Bus Stop 8 to the Europa Bus Centre in Belfast. The service operates hourly between 05:00 and 21:00. Between 23:00 and 05:00 the services operates every two hours. Journey time is approximately 2 hours 30 minutes and a single ticket costs 12 Euro.

***If you are arriving on a Friday, Saturday or Sunday please check the Social Programme. If we are going to be away on the day you arrive we may not be able to meet you.***

## **Social Programme**

A social programme is organised throughout the summer in Northern Ireland. The programme for 2007 is:

<b>Saturday 16 - Sunday 17 June</b>	Activity Weekend, Mourne Mountains
<b>Saturday 30 June - Sunday 1 July</b>	North Coast Weekend
<b>Thursday 12 - Sunday 15 July</b>	Trip to Scotland
<b>Friday 27 - Sunday 29 July</b>	Weekend in Dublin

There will also be a formal reception, for which you will require formal clothing.

## **Contact Details**

For any further information regarding your stay in Northern Ireland, please contact IAESTE in Belfast:

Telephone: +44 28 9024 8220 ext 256/230  
E-mail: [iaesteni@britishcouncil.org](mailto:iaesteni@britishcouncil.org)

## **If you are going to England or Wales**

### **Arrival**

As you can imagine, 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 you are on your own. Most trainees fly into one of the international airports (Heathrow, Gatwick, Manchester, or Cardiff) and then make their way onwards by coach or train. 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 acceptance papers we would ask you to 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 your coming to work on the first day, eg. What time you should be there and whom you should report to. Please send a copy of that email to IAESTE UK (Bruce.Wicks@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.

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 call us on 44 (0)207 389 4114 or email [bruce.wicks@britishcouncil.org](mailto:bruce.wicks@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 2007 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

Although we will have IAESTE trainees based all over England & Wales, it is not possible to organise regular events in every part of the country. However 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 dress, blouse/skirt for females). You should bring clothing for all types of weather for the other IAESTE excursions.

## **If you are going to Scotland**

### **Arrival**

IAESTE UK has a local committee in Glasgow. If your traineeship is in Glasgow, a LC member will contact you prior to arrival to arrange to meet you at the airport/station or to provide directions to your accommodation.

If you are not based in Glasgow, it is unlikely that you will be met at the airport. The local IAESTE office in Edinburgh will send you details to ensure you will find your way from the airport to your accommodation

### **By Air**

There are four major airports within Scotland: Edinburgh International, Glasgow International, Aberdeen International and Glasgow Prestwick Airport. In addition to major airlines, EasyJet, Ryanair, Whizzair and Sky Europe operate direct flights to Edinburgh, Glasgow International and Glasgow Prestwick from mainland Europe. Zoom fly direct to Glasgow International from Toronto and Vancouver and Continental operate a service from Newark to Edinburgh. In addition a range of cheap airlines (EasyJet, Jet2, Ryanair, Flybe, British Airways and BMI) fly into Scottish Airports from a range of other UK airports.

### **By Train**

If you arrive into London, it is possible to take a train to any major Scottish City. A direct train from London to Glasgow or Edinburgh is around 5 hours and to Aberdeen, 7 hours. There is also an overnight sleeper train from London Euston that stops at Aberdeen, Dundee, Edinburgh, Glasgow and Stirling. Please see [www.thetrainline.com](http://www.thetrainline.com) for more information

### **By bus**

For longer journeys between cities and to towns in England there are various low-cost bus services. For more information on all the transport options in Scotland and beyond see [www.travelinescotland.com](http://www.travelinescotland.com) .

### **Introduction to Employer**

Once you have received your acceptance papers we would ask you to 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 your coming to work on the first day, eg. What time you should be there and whom you should report to. Please send a copy of that email to IAESTE UK ([diane.gill@britishcouncil.org](mailto:diane.gill@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.

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 call us on 44 (0)131 524 5706 or email [diane.gill@britishcouncil.org](mailto:diane.gill@britishcouncil.org)

## The Summer Social Programme in Scotland

A social programme for trainees in Scotland will be organised throughout June, July and August and will include day and weekend trips. The social programme for 2007 is not yet finalised but may include:

- Weekend walking in the Highlands or an island
- Trip to Loch Lomond and Stirling
- Excursions in Edinburgh and Glasgow
- Trip to a whisky distillery

The Local Committee in Glasgow and the National Office in Edinburgh will also organise regular meetings and activities in these cities.

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 Scotland 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 dress, blouse/skirt for females). You should bring clothing for all types of weather for the other IAESTE excursions; weather in Scotland can be very unpredictable ☺

## Contact Details

For any further information regarding your stay in Scotland, please contact IAESTE in Edinburgh:

Telephone: +44 131 524 5706  
E-mail: [iaestescotland@britishcouncil.org](mailto:iaestescotland@britishcouncil.org)

## 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 for timetables and prices **National Express 08705 80 80 80** - [www.nationalexpress.com/](http://www.nationalexpress.com/)  
Another new and very cheap coach company is Megabus - [www.megabus.com/](http://www.megabus.com/)

### By Train

Travelling by train is much faster but more expensive. However, again if you are aged 25 or under, you can buy a **Young Person's Railcard** which also entitles you to a reduction of 34% on the full price of a ticket or a 25% reduction on other tickets, and is valid for twelve months. (The current price of a Railcard is £20 which may seem like a lot of money, but you can make it worthwhile just by undertaking one fairly long rail journey.) For more information go to [www.youngpersons-railcard.co.uk](http://www.youngpersons-railcard.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 ahead

although the tickets are subject to a number of restrictions and you should ask about these before booking. For example, on the return fare from London to Edinburgh which will normally cost £90 you will pay only £54 (Apex fare) if you book at least seven days in advance.

British Rail Enquiries 08457 484950 - [www.railtrack.co.uk/](http://www.railtrack.co.uk/)  
Trainline for timetables and ticket booking [www.thetrainline.com](http://www.thetrainline.com)

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. 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**

Over the last few years many new internet flight companies have developed which offer cheap flights within the UK and outside. (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)

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

## **The International Student Identity Card (ISIC)**

The most widely recognised student identification card, which will enable you to purchase discounted air travel (not on low cost airlines as above) as well as some theatre, cinema and museum tickets is the **ISIC Card**. This is available to all students in full-time education and can be bought in your home country/university generally. Alternatively you can get it in the UK from student travel centre (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 grossly 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.

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IAESTE UK is managed by the Education & Training Group of the British Council and is funded by the UK Education Departments.  
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