

SUNY CORTLAND

CLARK CENTER FOR INTERNATIONAL EDUCATION

TO: Participants in London Metropolitan University Study Abroad Program

FROM: Kristi Eck, Study Abroad Advisor

SUBJECT: Updated Information on London

Student Visa Information:

All students must apply for a general (adult student) visa and, in order to do so, must have a passport. If you do not have a passport, apply for one immediately. The visa application is completed online. Prior to completing the online application, students must complete a biometrics test at a local testing center. The full cost of the online visa application is 99 British pounds as of March 2009. If, upon acceptance to the program, you have not already received visa information, contact the Clark Center for International Education immediately via telephone at (607) 753-2209.

Flight and Arrival in London:

Student flight information is available on-line on SUNY Cortland's Study Abroad Web site: www.cortland.edu/studyabroad. Go the United Kingdom link and then select the London Metropolitan University link. The travel dates for your program are listed on this web page. You may make any flight arrangements you desire, but please be sure to arrive at and depart from the program on the specified dates.

Once you have booked your flight, you must return the flight information form to the Clark Center for International Education, Miller Building B-16, P.O. Box 2000, Cortland, NY 13045. Our office will forward your flight information to London Metropolitan University who will then arrange an airport meet and greet for you. Instructions on this airport greeting in London will be conveyed to you by the international programs office at London Metropolitan University as you near your departure date.

Once you receive the address of your housing, you may want to locate it on the London map. Check out this useful web site: www.streetmap.co.uk.

If you need to contact London Metropolitan University before your arrival, please use the following contacts:

International Programmes Office
London Metropolitan University
The Learning Center
166-220 Holloway Road
London N7 8DB
England
Tel.: 011-44-20-7133-2364 (from U.S.)
0207-7133-2364 (from London)
Fax: 011-44-20-7133-2804
E-mail: studyabroad@londonmet.ac.uk

NOTE: Students arriving in London before the scheduled arrival date must make their own housing arrangements until the day of arrival when housing becomes available.

***CLASS ATTENDANCE IS MANDATORY AND WILL BE MONITORED**

Housing

All students in the London Met program will live in one of the Nido housing complexes located in central London. Students may choose from either a single or double room. Please visit www.nidostudentliving.com for more information. The cost of housing is included in the Program Fee paid by the student to SUNY Cortland's Clark Center for International Education. Upon receipt of the SUNY Cortland London Met program acceptance packet, the student should complete the Nido Roommate Preference Form and the Nido Application Form and RETURN to the Clark Center for International Education.

Note: Students are reminded that they assume responsibility for damages, losses and telephone bills in their Nido room and will be obliged to sign an agreement to this effect on arrival. An inventory is taken upon arrival and before departure. It is the student's responsibility to ensure the inventories are correct. The amount of any damage or loss will be charged to the occupants via deduction from the students' Nido housing deposit (paid directly to Nido upon arrival).

PHOTOGRAPHS:

Send immediately one passport-size photograph with your name printed on the back to the Clark Center for International Education, Miller Building B-16, PO Box 2000, Cortland, NY 13045. We must have your photograph as soon as possible in order to process your student ID card for London Metropolitan University on time.

Course Registration:

You will pre-register for classes before arrival at London. The Module (Course) Registration Forms are due to the Clark Center for International Education within one month of your acceptance. As on your home campus, you should have alternatives for all of your courses as some might be closed. To see what courses are being offered, access London Met's web site at www.londonmet.ac.uk/moduleline and look for the courses (modules) that interest you. Select your courses using the instructions and the pre-registration form that you have already received.

Registration on your Home Campus

If you are a student on a SUNY campus, you must register there for your semester abroad so that you can be billed for SUNY tuition and College Fee at the appropriate time. The Registrar's Office at your home campus will have the correct information to help you register. If you are a non-SUNY student we will register you and you will pay tuition and fees to SUNY Cortland upon billing by the Cortland Bursar's Office.

SUNY Cortland students must complete the Overseas Study Course Approval Form and have it signed by their advisor, department International Coordinator and the appropriate Associate Dean before they will be allowed to register. The deadline for registration at SUNY Cortland is within one month of acceptance to the program. Those registering after that date will be responsible for paying full fees at the time of registration and will have to wait to be reimbursed by financial aid at a later date.

Overseas Orientation

Upon arrival students will be provided with details of the orientation program which will take up the remainder of the first week. **Attendance is mandatory.**

Money

It is recommended that you arrive in London with at least 100 pounds of English money in cash. Banking facilities can be arranged at the American Express Bank or at an English branch bank, and it is recommended that you take some additional money (\$300 - 500) in American Express or Barclay's Travelers Checks in U.S. dollars. ATM or debit cards from a bank in the U.S. allow you to withdraw funds in British pounds at a generally good exchange rate. They have the advantage of being secure and useable in any country you visit.

Phones

Your best bet for calling home is to buy a phone card in London. The Study Abroad Programme Office at London Met will also provide you with information about purchasing a cell (mobile) phone.

International Student ID Card (ISIC)

The International Student ID card (ISIC) provides discounts on airfares, museums, movies and such in many locations. If one does not come with your airline ticket you may get one off the web from www.statravel.com. The cost is about \$25.00.

Living Expenses

We recommend that you plan on approximately \$150 per week for food if you are cooking in your flat (eating out is expensive) and \$120 per week for incidental expenses. For travel, in addition to the above, approximately \$60 daily should suffice for basic expenses (for modest student accommodations), plus transportation.

Academic Program

The British system is quite different from ours. It requires more independent work in the form of unassigned outside reading. You will need this preparation for the papers you write, which will be your primary form of assessment. Well-crafted essays, grammatical, clear and well researched, are essential to your success in the classroom.

Regular class attendance is mandatory for Cortland participants. Poor attendance will result in lower, and in some cases, a failing grade.

SUNY Cortland will issue letter grades and credits to your home campus on a Transcript Supplement. These grades figure into the GPA of SUNY Cortland students. For students from campuses other than Cortland, consult your Registrar's Office to find out how these grades are treated on your home campus. **PLEASE NOTE THAT GRADES FROM LONDON MET WILL NOT BE SENT TO CORTLAND UNTIL WELL AFTER THE END OF SEMESTER DUE TO THE GRADING PROCEDURES IN BRITISH UNIVERSITIES.**

To document your classes for your home campus, please retain any course descriptions, syllabi or reading lists that you are given. If a particular course is essential to your program at your home campus, be sure to request a course description and take it with you.

Applying for Financial Aid

You may use the "Estimated Student Expenses" to help your Financial Aid Office in calculating the amount of aid for which you may be eligible.

Participant List

We are enclosing a list of participants in case you want to get in touch with each other before departure. Please verify that the information for you is correct and notify us of any errors.

Storage of Luggage

You cannot use London Metropolitan University for dropping off baggage. The only place where you can deposit baggage is at a major railway station, for instance, at Victoria Station, or at a luggage storage site. If you wish to send one or two suitcases ahead to be stored until you arrive, self-storage service is available through three companies:

Spaces Personal Storage
451-453, Holloway Road
London
N7 6NZ
Tel. 011-44-20-7561-9696 (from U.S.)
Tel. 020 7561 9696 (from London)

Capitol Commercial
London
WC2B 6DS
Tel. 011-44-800-652-0439 (from U.S.)
Tel: 0800 6530439 (from London)

Belgrove House
Belgrove St Kings Cross
London
WC1H 8AA
Tel. 011-44-800-122-522 (from U.S.)
Tel. 0800 122-522 (from London)

Arrangements for Semester after Program

Registration: SUNY Cortland students are responsible for selecting their courses for the following semester from Cortland's web site: (www.studentinfo.cortland.edu/ls/prod/regweb.course_sched). You will need to do the following in order to be able to register while abroad. You must have an active PIN for Banner Web for Students. Try accessing your Banner account with your PIN. If you have difficulty, go to <http://bannerweb.cortland.edu/> on the Cortland web site. There you will find instructions on resetting your PIN. Should this fail you must contact the Help Desk in the Computer Center at Cortland to activate or change your PIN. The phone number there is (607) 753-2500. You must consult with your advisor about your next semester's course, either before you go or by e-mail while you are abroad. Your advisor will give you a Registration PIN after you have jointly selected your classes for the next semester. You will be assigned a time ticket - a time slot during the registration period during which you will be allowed to register. It is determined by the number of credits you have, so those with more credits will be able to register before students who have fewer credits. If you experience difficulty with web registration, go to the tutorial page available on Cortland's web site, under the Registrar's Office.

Please be advised that the web registration will be available during the hours of 6:00 a.m. to 12:00 a.m. EST. You will have to plan accordingly to account for the time difference at your location.

Housing upon Return

SUNY Cortland students may wish to consider the option of living in Whitaker, an international residence on campus. It houses international students from a number of countries, plus Americans with a particular interest in other cultures and languages. This would enable you to extend your international experiences upon your return to campus.

Internships upon Return

Cortland students may also want to consider doing an internship in the Clark Center for International Education as a way to utilize their knowledge and help other students learn about study abroad. This option may be available on other campuses too.

Global Ambassadors

Cortland students have the opportunity to join Global Ambassadors, a club that includes international students and works on a variety of international projects on campus.

Have a pleasant trip and look forward to a rewarding stay in England.