



Brunel
University
London

Your Pre-Arrival Guide

Essential information and things you need to do before you arrive in the UK to study on campus / start your online English course.



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Welcome to Brunel Language Centre

Thank you for choosing to study your English course at Brunel Language Centre. On behalf of all our team, I would like to extend a warm welcome to you.

We are committed to providing you with high quality teaching as well as an enjoyable social programme and orientation to help you adapt to studying and living in the UK.

Brunel Language Centre has been a part of Brunel University London since 2005, and studying at Brunel offers you a modern, dynamic, campus-based university in a very convenient location.

The Language Centre is a very friendly and supportive place to study. We are committed to providing a caring learning environment, providing you with the personal attention you need to enable you to make the most of your study. By working closely together, we are confident you will be able to achieve the results you need to progress onto your future academic studies.

We look forward to seeing you soon at Brunel Language Centre.

Sally Trevor

Director, Brunel Language Centre



Studying English at Brunel Language Centre

Structure and Content

Your course will consist of:

- 19 hours classroom teaching per week (please note classes may be scheduled any time between 9am - 5pm)
- 1 personal tutorial per week
- At least 10 hours of self-study per week

Your classes will include:

- Research skills
- Academic Writing
- Presentation skills
- Listening and Note-taking
- Seminar skills Reading skills
- Grammar and Vocabulary development



Studying English at Brunel Language Centre

Course Assessment

At the end of the programme all students will sit the Brunel English Language Test (BrunELT). This will assess your Reading, Writing, Listening and Speaking skills. You will receive a score for each component and an overall score.

Progression

To progress onto your academic course at Brunel you will need to achieve the level of English specified in your academic offer. You will need to meet both the minimum overall and component scores in order to pass the Pre-session course.



Studying English at Brunel Language Centre

Your class

On your first day, we will ask you to take a placement test. This is a short test to help us to place you in the most suitable study group, with other students at a similar level to you. You will study in a class of approximately 14 students or fewer, and may have 1 or 2 class teachers. Later in your course, you may study in different groups for classes specific to your academic course.

Our Study Environment

In line with the rest of Brunel University, Brunel Language Centre is a co-educational, equal opportunities institution. This means that men and women work together without regard to gender, age, sexuality, disability, religion, race or culture. You will find that as a student you will work with a wide range of people. We will expect you to work with them respectfully as equals as you would in the mainstream of the University environment here at Brunel



Studying English at Brunel Language Centre

What we expect of you:

We expect you to work hard to raise the level of your English to at least the minimum entry requirement of your degree course, and to produce a 1,000 to 1,500-word report on one aspect of your field of study. To achieve this, you will need to attend 100% of your classes, attend relevant Language Centre trips and visits, work hard in class and do all the homework tasks set.

What you can expect of us:

We will ensure you have the highest quality programme and teaching, designed to ensure you make the maximum progress possible with your English at Brunel. We will support you throughout your English studies and make sure that you are always aware of what you need to do to reach your target and beyond.



Your Offer

Please read your Pre-sessional English / English@Brunel course offer letter carefully and always check your **eVision Applications portal** for any outstanding tasks:

- If you have a **CONDITIONAL** offer, that means Admissions still need something from you. It could be that you have not yet accepted your offer on eVision or paid the £1000 deposit. Please check your **eVision portal** and respond to your offer conditions as soon as possible.
- Once you respond to your offer conditions and we have everything we need from you, Admissions will be able to make your offer **UNCONDITIONAL** and issue your CAS letter, if you meet the CAS requirements and need to apply for a Student Visa. See next slide for more information on visas and visa applications.



Your Visa



If you are an international student coming to study in the UK, you will probably need a Visa.

- **Student visa**: This visa can be renewed within the UK.
- **Short-Term Study Visa**: This visa cannot be renewed from the UK. You will have to travel back to your home country to renew or apply for another visa, which can cause delays to starting your follow-on course with Brunel University or Brunel Pathway College.

PLEASE NOTE

- A **Student visa** issued for another university in the UK will not be suitable for enrolment, even if it is has not yet expired.
- If you already have a permission to stay and study in the UK through **an alternative type of visa**, for example Spouse Visa, please upload a copy of this to your eVision Applications Portal so that Admissions can check if it is acceptable for enrolment onto your course.
- For more information and advice, please see **GOV.UK** & **UKCISA**.

Your Visa



- **When should I apply for my visa?** You should apply for your visa as soon as you receive your CAS by email. Please do not delay. It can take up to 4 weeks to process a visa.
- **Do I need a CAS letter to apply for my visa?** No, your Unconditional offer/CAS email is sufficient.
- **Will I be called for a visa interview?** You might be. Visa applicants are chosen at random to be interviewed before a visa can be issued. If you are called for interview, you will be asked questions about your choice of course, your choice of university and your future plans. The questions could be about your English course or your next academic course if you also have a main degree course offer.
- **How do I apply for my visa?** Follow the instructions at www.ukvisas.gov.uk. If you have a specific problem, you can contact the Brunel Immigration Team: admissions.immigration@brunel.ac.uk
- **What should I do if my visa is delayed?** Let us know as soon as you are aware by emailing us at languagecentre@brunel.ac.uk. Please note, if you are more than one week late, you may not be allowed to enrol on the course.

Your Fees & Our Finance Policy

You must **accept** your offer on your applications portal (eVision) and **pay** a tuition deposit of £1000 in order to receive an Unconditional offer letter and CAS, if you meet the requirement for a Single/Joint CAS.

If you are **sponsored**, you must send us a copy of your sponsorship letter, before a CAS can be issued. Your sponsorship / financial guarantee letter must show the following:

- Name of sponsor
- Address of sponsor
- Sponsor phone and email
- Name of your course
- Amount of fees sponsor will pay.
- Academic year and date

There are three ways to pay your fees, best of which is to pay online:

1. **Online:** Pay your tuition fees for the current academic year online quoting your student number via **Flywire** or **Brunel Online Payments**
2. **Over the phone:** by calling our Income Office securely on **+44 1895 265264** between 10am to 1pm (UK Time) Monday-Friday (excluding UK bank holidays). Card payments taken over the phone will update your student account on the next working day.
3. **Bank transfer:** only in exceptional circumstances if you have not been able to make payments either online or over the phone, you can pay by bank transfer using the University's bank details

Your Fees & Our Finance Policy



Payment Deadline

- £1000 tuition deposit payment should be made at the point of accepting your conditional offer and confirming your place, but no later than **30 days** before the start date of your course.
- Full tuition fees must be paid in full before your course starts. You will not be permitted to enrol onto your course until your full fees are paid, processed and cleared on your account. To allow enough time, you should pay as soon as you can, but no later than **10 days** before your course starts.

Withdrawal

- If you withdraw part-way through your course, no refund will be given.

Refunds

- If you are not able to start your course due to visa refusal or medical reasons, a refund can be given if you can provide evidence.

Deferrals

- If you wish to defer, any deposit paid will be carried forward to the new course.

For more information, please see full [Brunel Language Centre Finance Policy](#).

Your Accommodation (On Campus)

It is your responsibility to arrange accommodation BEFORE you travel to the UK. Even if it is not possible to find a permanent place before you travel, you should ALWAYS ensure you have accommodation arranged for the first few nights.

- Accommodation on campus is in Halls of Residence.
- There is a choice of en-suite (with your own bathroom) or standard (shared bathroom) rooms.
- There are also a small number of studio flats for co-habiting couples in a relationship. All on-campus rooms are in high demand, and it is important that you apply as early as possible.
- For courses beginning between October and May, there is limited availability, and you may have to go onto a waiting list for a room.



Your Accommodation (On Campus)

You Must Apply First

You should apply for your accommodation as soon as you receive your English course offer. You can apply online at [Campus accommodation](#).

Date of Arrival

You must inform the Accommodation Office of the date and time of your arrival. They will arrange for your keys to be ready for you at the Bishops Hall. You can email the Accommodation Office at bac@brunel.ac.uk



Your Accommodation (Off Campus)

Off-Campus Accommodation

This will be in an agreement with a private landlord for a house, flat or room in a shared house. For further information please see our guide at [Brunel Student Lettings](#)

Family Accommodation

Brunel does not offer any family accommodation, so if you are planning on bringing your family, you will need to arrange off-campus accommodation.

Under 18s


If you are under the age of 18, the University will require a guarantor to sign your Tenancy agreement. Before signing up for accommodation, we recommend you read the Brunel Under 18s policy at [Residence Regulations and Policies](#)

Temporary Accommodation

If you have not yet secured accommodation, you must ensure you have somewhere to stay BEFORE you travel. Temporary accommodation can be found in the on-campus hotel, local area hotels, bed and breakfasts.



Your Enrolment

1. Log into the eVision Portal at <https://evision.brunel.ac.uk/>
2. Enter your username (this is your Brunel student number)
3. Enter your password (this is your date of birth in the format DDMMYY)
4. Click My Checklist and follow the instructions to complete all the sections: Personal Information, Finance, Passport, Visa, Date of Arrival, and Personal Photo.
5. Sections you complete will show the pending icon  which means they are waiting for Admissions to review and approve.
6. Once they are checked and approved by Admissions, you will see a green tick ✓ which means that the information and documents you provided have been accepted.
7. Once all the Checklist sections are completed and approved with the green tick ✓ your registration process will be completed, and you will be able to create your Network Account password and start using your Brunel email and other platforms.

For more information on how to complete your enrolment, create your password and log in to your Brunel email, please see our website [Before You Arrive](#).

What To Bring With You To the UK

What should I bring?

- Copies of your important documents, including passport, travel insurance, visa, offer letter (please leave another copy at home)
- Contact number for your airport pick-up (if you have booked it with us)
- Laptop computer
- A small amount of money in UK Pounds Sterling (GBP)
- Warm clothing and an umbrella
- Towels
- Toiletries
- Any required medicines
- Plate, cup, knife, fork and spoon (or buy in the UK).

What do I NOT need to bring?

- Bedding is provided for you (including mattress cover, duvet and cover, pillow and case).
- Pots and Pans (you can buy these cheaply from a local supermarket when you arrive: Poundland and Tesco are in High Street, Uxbridge; Lidl is in Cowley Road, Uxbridge; Sainsbury's is in York Road, Uxbridge OR order Uni essentials online at <https://www.argos.co.uk> and collect in Sainsburys, York Road, Uxbridge). See page 2 on the campus map (Guides – slide 10) for how to walk to Uxbridge.



From Heathrow to Brunel

Before you travel you should plan how you are going to get from the airport to your accommodation. Brunel campus is only 10 miles from Heathrow airport.

Free Airport Pickup

We offer Brunel Language Centre students a free airport pickup service from Heathrow airport to their campus accommodation at Brunel. Please see slides 20 -23 for more information on airport pickup.

Travelling by Public Transport in London

In London, you can pay as you go to travel on bus, Tube, tram, DLR, London Overground, most Elizabeth line, IFS Cloud Cable Car and Thames Clippers River Bus services.

You will need a **contactless payment method** (by phone or bank card) or an **Oyster Card** (You need to pay £7 to buy an Oyster card). To find out more please see on TfL website (Transport for London):

- [How to pay and where to buy tickets and Oyster](#)
- [Contactless and mobile pay as you go](#)
- [Oyster pay as you go](#)
- [Visitor Oyster Card | TfL Visitor Shop](#)

If you are using public transport to travel from Heathrow to Brunel, we recommend that you use Bus, not Underground. Take the bus from **the Central Bus Station at Heathrow**.

You can catch the **U3 bus** which will drop you at the University, Cleveland Road. This will cost **£1.75** and will take about **50 minutes**. For more info, please see [**Travelling to campus \(brunel.ac.uk\)**](https://www.brunel.ac.uk)

Airport Pickup

Who is eligible for free airport pickup?

You can book a free airport pickup if all of the following applies to you:

1. You are coming to the UK to study an English language course at Brunel Language Centre.
2. You have booked and paid a deposit for on-campus accommodation.
3. You are arriving at Heathrow Airport and need to go directly to Brunel. Please note our airport pickup does not run from other airports like Gatwick, Stansted or Luton. It is from Heathrow to Brunel only.

If any of the above does not apply, you cannot make a booking. If you do, your booking will be cancelled.

How can I book airport pickup if I am eligible?

Once you book your flight ticket, you can make the airport taxi pickup booking on our website [Brunel Language Centre Airport Pickup Booking](#). Please do this as soon as you book your flight, but no later than 3 working days before arrive in the UK. You will need your flight ticket number, date of departure and arrival at Heathrow Airport to complete the booking.

Airport Pickup

What do I do when I arrive at the airport?

First, find luggage collection point and once you have collected your baggage and been through Immigration Control, please contact Perwood Cars on **+441895 236 236** to inform them that you have collected your bags and ready to leave the airport. The driver will aim to be with you in 15 minutes.

How do I find my driver?

After you call Perwood Cars, make your way to meet your driver at the meeting point in Arrivals. The driver will meet you there and will be holding a sign with your name on.

Terminal Meeting Points are as follows:

- Terminal 2: Café Nero by Travelex
- Terminal 3: W H Smith Shop
- Terminal 4: Costa Coffee
- Terminal 5: Costa Coffee

Public telephones can be found throughout each Heathrow terminal. Payment can be made using cash or cards. Wheelchair-accessible telephones and text phones for the hard of hearing are also available – ask a member of staff if you need help finding one.



Airport Pickup

What if my flight is delayed?

Your driver will know about any flight delays. Just make sure you call your driver when you come out of arrivals and a car will be with you in around 15 minutes.

Where will I be dropped off at Brunel?

First, the driver should take you to the **Bishops Hall** on campus to collect your keys. Please keep your bags in the car and ask the driver to wait for you. Once you get your keys, ask the driver to take you to your final destination and drop you at your accommodation hall.

For more information on how to find us, please see:

- **[Brunel University Campus Map](#)**
- **[Where is Brunel?](#)**
- **[Brunel University Location on Google Maps](#)**
- **[Brunel Language Centre Location on Google Maps](#)**

WiFi at Brunel

To connect to WiFi at Brunel, please follow these steps:

1. Make sure you complete all online enrolment sections you can complete before you arrive.
2. Once you are enrolled, you will need to create a new 14-character password on [Brunel Self-Service Password Reset](#)
3. When you are on campus, connect your device to **Signup4Wifi@Brunel** and go to <http://connect.brunel.ac.uk> to log in using your Username (student number) and Password.
4. Follow the instructions to register your device (phone or computer), and then connect to **Wifi@Brunel**. Choose 'New Device' and do the same to register your other devices you wish to connect to Wifi@Brunel.
5. For more information please see [Accessing the Network](#) or visit the [IT Service Desk](#), which is located on the Ground Floor of the Bannerman Centre.
6. To see where the IT Service Desk is located please see [Brunel Campus Map](#)
 - Brunel Language Centre can be found in square 3F – Russell Building
 - IT Service Desk can be found in square D4 – Bannerman Centre

We recommend you print off a hardcopy of our campus map, or download an offline copy to your mobile device before you arrive.

On-campus Food Outlets at Brunel

Costcutter, the campus convenience store, is open for food 8 am until 11pm Monday to Friday, 9.30am to 7.00pm Saturday and 10am to 7.00pm.

SUBWAY, sandwich takeaway, is open from 11.30am until 11pm Monday to Friday and 11am to 7pm Saturday and Sunday.

Canteen, on the first floor of the Hamilton Centre, is open from 8am to 8pm Monday to Friday and 12 noon to 7pm Saturday and Sunday in term time.

Izzi's Pizzas and Hola Pollo (also in Hamilton Centre, first floor) are open for hot food from 11.30 am until 9pm Monday to Friday in term time.

LOCOS, student bar (on the ground floor of Hamilton Centre), serves food and is open from 11 am to 9pm Monday to Friday, and 12 noon to 5pm on Saturday and Sunday in term time.

For more information, please see next slide (24) – Life at Brunel.

Life at Brunel

We're really excited to welcome you to the Brunel community! We want to make your first steps at Brunel as easy as possible, so we've put together these pages to tell you everything you need to know for a successful start. Please visit our webpages below to find out more about the exciting campus life at Brunel, from exciting events and activities to cutting-edge sports facilities, food outlets, shops, restaurants and important information you'll need to know before you join us!

- [Settling in at Brunel](#)
- [Student Life - Get involved](#)
- [Social and Night Life \(brunelstudents.com\)](#)
- [Get Active & Sport at Brunel & Sports Facilities](#)
- [Shops at Brunel & Brunel Uni Food](#)
- [Your wellbeing & Support You & Manage Your Finances](#)
- [Brunel Santander Cycles](#)

Important Contacts

Remember to add +44 and take off the first 0 if calling from outside the UK.

- | | |
|--------------------------------------|--------------|
| 1. Brunel Language Centre | 07507 788710 |
| 2. Brunel Accommodation Office | 01895 267900 |
| 3. Brunel University Reception | 01895 274000 |
| 4. Brunel Security Office (24 hours) | 01895 266943 |

Other useful websites:

Travelling in London

www.tfl.gov.uk

Visas and immigration

www.gov.uk/browse/visas-immigration

Studying in the UK

www.ukcisa.org.uk

www.prepareforsuccess.org.uk

Great British Magazine

www.greatbritishmag.co.uk