



New Arrivals Checklist

Orientation Week takes place from **Monday 30 September to Friday 4 October**.

This checklist will help you plan for your arrival and to settle in quickly. For more detailed information on all of this and more, visit **lse.ac.uk/orientation**. Don't forget to download the Orientation Guide from the website, or pick up a copy on campus!

If you are arriving before Orientation Week, visit **lse.ac.uk/earlyArrivals**.

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Before you arrive:

☐ **Prepare documents for registration**

Make sure you have the right documents with you. Visit **lse.ac.uk/programmeRegistration** for more information.

☐ **Don't forget your offer letter!**

Many buildings on campus require a student ID card for access, which you will receive when you register. Until that date, you can gain access to these buildings by showing your offer letter.

☐ **Travel safely**

Keep a note of your accommodation address while you travel and call home at regular intervals. If you are travelling internationally, plan your journey from the airport to your accommodation in advance.

During Orientation Week

	Task	Further information
<input type="checkbox"/>	Register for your programme and get your Student ID Card.	Find out your registration time: lse.ac.uk/programmeRegistration . Please remember, you can't register early!
<input type="checkbox"/>	Find your way around We offer student-led campus tours and a tour of the fascinating historical sites in the local area, led by a professional tour guide.	Campus tours leave every 20 minutes from the Help Point outside St. Clement's Building. Local Area Tours should be booked in advance: llocaltours.eventbrite.com .
<input type="checkbox"/>	Attend an LSE Welcome Presentation These welcome presentations are compulsory for all students.	To find out when you should attend visit lse.ac.uk/orientationEvents .
<input type="checkbox"/>	Find out about events in your Department	Academic departments often organise events just for their students. Click the 'Departments' tab at lse.ac.uk/orientationEvents .
<input type="checkbox"/>	Pay your Fees	<u>Tuition fees</u> : visit lse.ac.uk/feesOffice to find out how and when to pay. <u>Accommodation</u> : pay online via residences.lse.ac.uk/lsepayments .
<input type="checkbox"/>	Attend Freshers' Fair Find out more about the many clubs and societies you can join. For more information visit lsesu.com/orientation .	Thursday 3 - Friday 4 October, 10am - 5pm Students with disabilities may wish to come along during the Access Hour: Friday 4 October, 10-11am.
<input type="checkbox"/>	Check out the Student Services Showcase Learn how to take advantage of the services available to you as an LSE student.	Friday 13 September (early arrivals) or Monday 30 September - Wednesday 2 October. All showcases run on Houghton Street from 11am - 2pm.
<input type="checkbox"/>	Update your contact details in LSE For You You MUST do this before requesting letters to prove your student status, or letters to open bank accounts.	Visit lfy.lse.ac.uk and click 'Addresses'. Follow the instructions on the page. Ensure that you have the correct information in both the 'contact address' and the 'home address' fields.
<input type="checkbox"/>	Prove that you are a student You may need a certificate of registration. Remember that this is only available once you have registered.	Visit lse.ac.uk/certificateOfRegistration for information about this document, why you might need it and how to get it.

	Task	Further information
<input type="checkbox"/>	Select your courses	To find out when and how to choose courses, visit lse.ac.uk/courseChoice .
<input type="checkbox"/>	Disabled student? Talk to us! Visit lse.ac.uk/disability to find out about the ISSA (Individual Student Support Agreement); LSE's way of recording the adjustments that are necessary to support you in your studies.	You should also attend the Disabled Students Welcome meeting. For more information see lse.ac.uk/orientation/disabledStudents .
<input type="checkbox"/>	Open a bank account Usually, you need to be registered as a student before you can do this, so plan your finances accordingly.	Visit lse.ac.uk/bankAccounts for advice. Every bank has a different procedure and British banks are very strict. The information on this website will really help make your life easier during this process!
<input type="checkbox"/>	Set up your IT Account	Visit lse.ac.uk/imt/newstudents or see 'How to set up your IT account' in the Orientation Guide. Follow the instructions carefully - you can only do this once!
<input type="checkbox"/>	Register with a doctor Do not wait until you are unwell!	For information about the NHS (National Health Service) and registering with a doctor visit lse.ac.uk/students/healthcare .
<input type="checkbox"/>	Find out if you have to pay Council Tax This is a system of local taxation. Most students are entitled to a discount or full exemption.	Visit lse.ac.uk/students/councilTax for more information.
<input type="checkbox"/>	Activate sQuid on your LSE ID Card sQuid accounts allow for cashless payment in LSE catering outlets.	To find out more visit lse.ac.uk/students/sQuid
<input type="checkbox"/>	Get a mobile phone	To explore your options, visit lse.ac.uk/students/mobilePhones .
<input type="checkbox"/>	Undergraduate student? Contact your Student Mentor!	Your Student Mentor will invite you to a meeting with other first year undergraduates during Orientation Week. For more information see lse.ac.uk/studentMentoring .
<input type="checkbox"/>	Find out about public transport and Oyster Cards	Visit lse.ac.uk/students/travelcards for advice.