



UNIVERSITY
of CALIFORNIA

Education Abroad Program

UCEAP Arrival and Orientation Information

United Kingdom

SPRING PROGRAMMES 2014

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1. Introduction

All UCEAP students studying at universities in England must attend an England UCEAP orientation in London. As an integral part of the Student Contract, full participation in the UCEAP orientation is required.

! Attendance

Failure to attend the whole UCEAP orientation could result in your dismissal from the programme.

! Port of entry

It will **NOT** be possible to arrive into the United Kingdom via the Republic of Ireland, the Channel Islands or the Isle of Man. Customs in these areas will **NOT** be able to validate your student visa; doing this, you would **illegally** enter the UK without student status. Ensure your travel arrangements account for this.

2. UCEAP orientation dates and venues

UCEAP orientations in England will take place in London before you go to your Host University. The table below shows all UCEAP orientation locations and details of arrival times.

Host University	Orientation location	Accommodation check-in	Accommodation venue	UCEAP Orientation	
				begins	ends / check-out
King's College	London	Friday, 3 January	KCL accommodation	Saturday, 4 January 10am UCEAP London Study Centre	Sunday, 5 January before 1pm
East Anglia	London	Monday, 6 January 2pm	Harlingford Hotel ("HH")	Monday, 6 January 3pm HH Sitting Room	Wednesday, 8 January before 11.30am
Bristol & Leeds	London	Monday, 20 January 2pm	Harlingford Hotel ("HH")	Monday, 20 January 3pm HH Sitting Room	Wednesday, 22 Jan. before 11.30am

Go directly to your accommodation listed in column 4, **NOT** the Study Centre.

3. Orientations in London

This section has been divided into four subsections for ease of reference:

- 3.1 Orientation accommodation
 - 3.1.1 Bristol, East Anglia (“UEA”), Leeds
 - 3.1.2 King’s College London (“KCL”)
- 3.2 Directions
- 3.3 Orientation programme
- 3.4 Departure to your UK Host University

3.1 Orientation accommodation

3.1.1 Bristol, UEA, Leeds

You will be accommodated in the **Harlingford Hotel**. This is in the centre of London, close to Bloomsbury where the London Study Centre is located. The main landmark is the British Museum and the study centre is round the corner from there.

61-62 Cartwright Gardens, London WC1H 9EL
+44 (2) 020 7387 1551
www.harlingfordhotel.com

The closest Tube stations are Russell Square (Piccadilly Line from Heathrow Airport) and Kings Cross St Pancras (Piccadilly, Northern, Central, Circle, Hammersmith and City Lines).

Check-in time is after 2pm. You will have one hour between check-in and the beginning of the orientation programme to refresh and get ready. At 3pm, go to the sitting room on the ground floor where you will meet Monika Popp from the London Study Centre.

UCEAP has paid for two nights' bed and breakfast accommodation. There is no elevator in the building, so we recommend that you pack all you need for orientation in a separate bag that you can take with you to your room and leave the main luggage downstairs. There is free Wi-Fi throughout the hotel – just ask at reception for the access code. Breakfast is served between 7 and 9am Monday to Friday, and between 7 and 9.30am on Saturday and Sunday.

3.1.2 King’s College London (“KCL”)

You will be accommodated in **KCL accommodation** in one of their locations across central London.

! KCL Forward-travel information

Students staying in one of the KCL residences should contact the KCL accommodation office direct for detailed instructions on how to get there. The instructions herein below will guide you from your UK port of entry to a useful forward-travel point in the centre of London (either Victoria Station or Green Park Station) only, so further instructions must be sought from the KCL accommodation office. Make sure to ask about the closest Tube (underground rail) station.

We recommend that you keep these instructions along with this UCEAP information pack somewhere close to hand in your luggage.

3.2 Directions to your orientation accommodation

If you require travel instructions from a destination not mentioned below, please contact Monika Popp.

From London Heathrow Airport by ...

... **London Underground:** London is serviced by a well developed network of public transportation, including the London Underground or “Tube”. Taking the Tube from Heathrow is easy and economical. You must be prepared to carry your luggage up some stairs at Russell Square and Holborn stations, but King’s Cross has lifts (consult local travel maps).

At Heathrow, follow signs to “Underground” and take the Piccadilly Line to your station: Russell Square for Harlingford Hotel; Green Park for KCL accommodation. The journey takes 45 minutes to an hour. At Heathrow Underground Station you should purchase a single ticket to Zone 1, which costs £5.50. Oyster cards offer discounted fares on the Tube, but as you will receive one at orientation just buy a single ticket.

The Travel for London website includes links to various travel companies. You can access this via www.tfl.gov.uk/ to discover more about your journey options. It is advisable to check before departure from the US for planned engineering works, line suspensions and station closures on the date of your arrival.

! Forward-travel information

Detailed walking instructions to Harlingford Hotel are listed below. There is also a map attached that will help you locate your hotel and the London Study Centre. For KCL accommodation, follow the instructions for forward travel from Green Park provided by the KCL accommodation office.

... **shuttle services:** Companies such as Hotel By Bus and Heathrow Shuttle Limited provide a pre-booked semi-private (shared with a few other passengers) car service direct to any hotel in London. The cost will be a flat rate of £20 to £25 depending on the specific hotel, which includes one large bag and one piece of hand luggage. It costs £5 more per extra bag. You must book ahead online at:

www.hotelbybusheathrow.com/

www.heathrowshuttle.com/

... **taxi:** Alternatively you can take a taxi from Heathrow if you do not want to brave public transport. A black cab will cost around £80. However, pre-booked minicabs usually operate on a flat-rate of around £35 to £50 for up to four people. Book online at:

www.londonairportcarservice.co.uk/
www.airportsrunner.com

www.adlg.co.uk/index.html
www.fairwaycars.co.uk/

... **coach (bus) with National Express:** The coach service leaves three times per hour and brings you into Victoria Coach Station in 40 to 60 minutes. It costs £6. From Victoria Coach Station, follow signs first to “Victoria Rail Station” and then “Underground” and take the Victoria Line northbound.

! Forward-travel information

For Harlingford Hotel, change trains at Kings Cross Station (five stops) to the Piccadilly Line and alight at Russell Square Station (one stop further). Then follow the instructions below on how to walk to the hotel. For KCL accommodation, follow the instructions for forward travel from Victoria Station provided by the KCL accommodation office.

... **Heathrow Express:** The quickest route into London is the Heathrow Express train service. It departs every 15 minutes from the airport (after you exit customs, follow signs to “Heathrow Express”), and the journey into Paddington Station takes just 15 minutes. It costs £20 if you buy your ticket online (www.heathrowexpress.com) or £25 if you buy it from the machines at the station or on the train.

! Forward-travel information

For students with heavy bags, a taxi is the best option from Paddington directly to the hotel, which should cost approximately £20.

If students can carry their luggage easily up and down stairs, they can take an Underground train from Paddington Station to get to their accommodation:

If you are staying at the Harlingford Hotel, take the Circle Line towards Edgware Road or the Hammersmith & City Line towards Barking and alight at Kings Cross St Pancras. Change trains there to the Piccadilly Line (one stop) and alight at Russell Square Station and follow the walking instructions below.

If you are staying at KCL accommodation, your onward journey will depend on your specific residence, which you must enquire about with the KCL accommodation office before departure from the US. Make sure you ask which the closest Tube station is so that you can plan your journey from Paddington.

... **Heathrow Connect:** Students with more time and wishing to save some money can take the Heathrow Connect train service. It departs every 30 minutes from the airport, and takes about 25 minutes to get to Paddington Train Station. Tickets cost £9.50 and can be purchased online (www.heathrowconnect.com).

! Forward-travel information

See box immediately above on this page.

Walking instructions to Harlingford Hotel from ...

... **Russell Square Station:** Exit the station and cross the road immediately in front, to Tesco. Walk a little to the right and take the first left onto Marchmont Street. Walk down this road, crossing Coram Street and Tavistock Place until the road opens onto a small green. This is Cartwright Gardens, and the hotel is a few doors to your left.

From London Gatwick Airport by ...

... **Gatwick Express:** You can take the Gatwick Express which runs directly from Gatwick to London Victoria Rail Station. This service runs every 15 minutes, and the journey takes about 30 to 40 minutes, costing around £20.

! Forward-travel information

Students who cannot move easily with their luggage are advised to take a taxi from Victoria Station to their accommodation, costing between £15 and £30.

From Victoria Station, students who can carry baggage up and down stairs without difficulty can take the Underground. Take the Victoria Line northbound. To get to the tube at Victoria Rail Station, follow signs to “Underground” and purchase a single Zone 1 ticket at £4.50.

If you are staying at the Harlingford Hotel, change trains at Kings Cross St Pancras and take the Piccadilly Line to Russell Square Station (one stop). Then follow the walking instructions on page 5 above.

If you are staying at KCL accommodation, your onward journey will depend on your specific residence, which you must enquire about with the KCL accommodation office before departure from the US. Make sure you ask which the closest Tube station is so that you can plan your journey from Victoria.

... **National Rail:** You can also take several national rail services, which will take you from Gatwick to London Victoria Station or St Pancras International Station. This journey takes between 30 and 45 minutes, and ranges from £7 to £20, depending on the time of the day you travel. Check www.nationalexpress.com for train ticket pricing and schedule information.

! Forward-travel information

If you are staying at the Harlingford Hotel, **either** follow signs at Victoria Station to “Underground” and take the Victoria Line northbound to Kings Cross St Pancras (five stops) and change to the Piccadilly Line to get to Russell Square Station (one stop) **or** follow signs at St Pancras Station to “Underground” and take the Piccadilly Line to Russell Square Station (one stop). Then follow the walking instructions on page 5 above.

If you are staying at KCL accommodation, your onward journey will depend on your specific residence, which you must enquire about with the KCL accommodation office before departure from the US. Make sure you ask which the closest Tube station is so that you can plan your journey from Victoria or Kings Cross St Pancras stations.

... **National Express coach (i.e. bus):** The coach service leaves Gatwick once an hour and brings you into Victoria Coach Station in less than two hours, costing £7.

! Forward-travel information

See first box on this page.

3.3 UCEAP orientation programme in London

An orientation programme includes:

- mandatory information sessions on life and academic culture in the UK
- cultural and educational activities in London
- some free time in the centre
- two dinners together

A detailed itinerary will be available upon arrival. As part of your orientation packet, you will receive an orientation folder with important information, a goodie bag and an Oyster card for travel in London. You should expect to be busy with orientation activities on the dates specified. During orientation, there will be some free time when you can purchase your mobile phone (i.e. cell). All orientation activities are pre-arranged and pre-paid for by the London Study Centre. You will only need money to cover the journey from the airport to your accommodation and lunch during Day 2 of orientation.

! Delays

If your flight gets delayed and you may arrive late, you must contact Monika Popp on +44 (0)7503507985.

3.4 Departure to your Host University out of London

After orientation, you will depart for your Host University. Your travel will be arranged and paid for by the London Study Centre. You will either travel by train and taxis or by private coach with other UCEAP students going to your Host University.

4. Arriving early? What to do in London

Arriving early is advisable but not required.

! Accommodation

If you do arrive early, you must book your accommodation yourself.

If you wish to add extra nights at the orientation accommodation in advance of the group booking, please contact your orientation accommodation directly.

A hotel room or bed and breakfast accommodation in London would cost between £50 and £100 per night. Alternatively, you may want to stay in cheaper accommodation at one of the hostels mentioned below. These are usually dorm room beds that range from £16 to £25 per night and may or may not include breakfast.

Accommodation

Hotels

Premier Inn King's Cross
26-30 York Way, N1 9AA
www.premierinn.com

Travelodge Covent Garden
10 Drury Lane, WC2B 5RE
www.travelodge.co.uk

Hostels

Astor Museum Hostel
27 Montague Street, WC1B 5BH
Tel: 0044 20 7580 5360
(Nearest Tube: Tottenham Court Road)
www.astorhostels.com

YHA London Central
104-108 Bolsover St, W1W 5NU
Tel: 0845 371 9154
(Nearest Tube: Great Portland Street)
www.yha.org.uk/find-accommodation/london/hostels/london_central/index.aspx

YHA London St Pancras
79-81 Euston Road, NW1 2QE
Tel: 0845 371 9344
(Nearest Tube: King's Cross/St Pancras)
www.yha.org.uk/find-accommodation/london/hostels/london-st-pancras/index.aspx

Sightseeing

We recommend that you rest and get ready for orientation. However, if you really want to go and explore, try not to visit the places we will go to during orientation! Most museums in the UK do not charge for admission, so it is well worth visiting the great collections at the British Museum or the National Gallery. Other recommended attractions include the London Eye, Westminster Abbey and Buckingham Palace. A stroll on the South Bank is a favourite pastime of Londoners.

5. Useful advice from previous UCEAP participants

Travel light!

Students routinely say how they wish they had brought HALF of what they actually did for their time in the UK. Every year many students seem surprised at how far and how many times they have to move and carry their suitcases.

In the UK you will notice a lot of stairs, uneven pavements and no lifts – even on the Underground you must be prepared to carry your luggage up a few stairs before you get to an escalator or lift. Also, very few host universities' housing have lifts either, so aim to travel as light as possible. You should also expect to have to lift and carry your bags quite a bit on your journey from the airport to orientation accommodation.

One solution for students who have a lot they wish to bring for the year is to arrange to have the heavier items shipped direct to their Host University, although not all host universities allow this. Students who decide to do this will have to ensure they have the correct delivery address (and in particular the postcode) for any shipment, which might mean sending it just prior to their departure from California or asking someone else to send it a short while after arrival. The Host University liaison offices can advise further. Items like bed linen, duvets or blankets take up a lot of room in your suitcase, so it is much better to purchase them here. Many university halls will have a scheme where you can buy these items.

It is also worth noting that many students do tell us that they buy more clothes than they expected while on their year abroad (bargains *are* available here, contrary to expectation). So please take note and bring as little as possible.

Mobile phones

Cell phones are called “mobiles” in the UK. Pay-As-You-Go is the most common plan for study-abroad students, offering flexibility and good rates. Often UCEAP students purchase an inexpensive handset that will serve them for one term or one year and a SIM card with their chosen plan. There are a lot of options and we will advise you on who can best guide you through your purchase so that your mobile needs are met. During orientation, you will have some free time when you can make arrangements.

Some of you might want to unlock your US phone, which can be done, but be aware that this can void any warranty you have, and one former student found she could no longer get software updates on her Smartphone after having it unlocked. If you are unsure of your US phone's international capabilities, we suggest you speak to your provider before coming to the UK.

Money

Please make sure your US bank knows that you will be abroad for a while – you don't want to try your card while here only to have the purchase rejected because your bank thinks someone outside the country has stolen your account details!

In order to open a bank account in the UK, you will need a letter from your Host University, proof of UK address and your passport. Therefore, you need to make sure you have enough money available to keep you going until you can open a bank account, which can take up to a few weeks. During UCEAP orientation in the UK, we will talk about different banks and money matters. For London orientations, as mentioned earlier, we recommend you have enough money for your transportation from the airport to your orientation accommodation, and for your lunch on the second day of orientation (you can get a good lunch for under £10).

Jetlag

Before the flight

- Get plenty of rest and hydrate.
- It can sometimes help to start adjusting to a new time zone a few days before travelling: setting your watch ahead and shifting meals can train your brain into the new time.

During the flight

- Avoid coffee and alcohol.
- It's best to drink water, as hydration is key to fighting jetlag.
- Make yourself comfortable; even if that means wearing pyjamas in-flight.
- Depending on the time of your flight, you might want to forgo the dinner they serve, as it will probably be in the middle of the night in the UK. It's okay to snack, but try to wait until breakfast is served.
- Try to sleep on the plane. Even if you only get a few hours, this will help you upon your arrival. It is a long journey and you will be expected to stay alert to participate in orientation activities.

After the flight

- Combating jetlag may take a few days.
- Try to stay awake until evening (aim for 8.30 pm) the first day as this will help your body adjust to the new time.
- Continue to drink lots of water.
- Get sunlight. Yes, the British Isles may be known for clouds, but sunlight will help those circadian rhythms adjust!

6. Contact details for the London and Edinburgh Study Centres

UCEAP London Study Centre
Winston House, 3 Bedford Square
London WC1B 3RA
Tel: +44 (0)20 7079 0562

www.uceap-uki.org.uk

Emergency mobile number
inside UK 08004346557

Senior Programme Officer: Ms Monika Popp
monika.popp@uceap-uki.org.uk
Skype: monikauceap

UCEAP Edinburgh Study Centre
50 Buccleuch Street
Edinburgh EH8 9LP
Tel: +44 (0)13 1662 8988

www.uceap-uki.org.uk

Emergency mobile number
inside UK 08004346557

Programme Manager: Mrs Hilary Noyce
hilary.noyce@uceapedinburgh.org.uk
Skype: hilaryuceap