

# Graduate Students

## Before you arrive

### University Card Form

Having met the conditions of your offer your Department will have already sent you a University card form. It is essential that you complete and return this form as directed (and any other required documentations) as soon as possible.

### Access to central IT Facilities

Once you have signed and returned your University card form, and in advance of the start of term, you will be sent your University of Oxford Single Sign On IT account details, giving you access to central IT services. Information on the services available, your Oxford email account, and how to set up your IT access, is available on the [Welcome to IT](#) web pages.

### Starting your University Registration Process

An essential part of being a student of the University is the annual completion of registration. As a new student you should complete the first step of your University registration by verifying your details online using [Student Self Service](#) before you arrive. You will need to use your Oxford Single Sign On details to access Student Self Service.

You need to register in order to attend your programme of study, release your loan from the UK Student Loans Company/sponsor/awarding body, use your University email account, obtain your University Card, print an enrolment certificate, be eligible to take examinations and access your results. Your status as a member of the University is not confirmed until your registration has been completed by the College.

**It takes approximately 6 working days from the University receiving your completed Card form for your University Card, and Single Sign On IT credentials to be created so it's particularly important that you complete the above steps well in advance of arrival.**

## Arriving in College

You are expected to arrive in Oxford in time for your course start date and to attend induction events. If you believe your arrival will be later than Monday 2<sup>nd</sup> October 2022, please notify the Academic Registrar by email ([academic.registrar@exeter.ox.ac.uk](mailto:academic.registrar@exeter.ox.ac.uk)) as soon as possible.

### University Card

You will need to make an appointment with the Academic Office to collect your University card by using the following online booking form:

#### [New Student University Card collection booking form](#)

- You will need to sign-in using your Single Sign-On credentials (e.g. EXET1234)
- All fields on the form are compulsory.

In-person visits are limited to one individual at a time. Appointments are available with no less than 12 hours notice.

Having booked an appointment, you will receive a confirmation email and calendar appointment. If you need to cancel or reschedule your appointment, you will be able to do so through the confirmation email. If your University Card is not yet available, a member of the Academic Office team will be in touch to reschedule your appointment.

#### [Student Visa holders – Biometric Residence Permit \(BRP\) Card](#)

Your BRP card will be available for you to collect from the Post Office (102-104 St Aldate's, Oxford OX1 1ZZ). Having collected the BRP you are required to bring your BRP and passport to the Academic Office so that we can take a copy. Please use the 'New Student University Card collection booking form' link above to arrange a time to do this.

#### [Student Visa holders – EU & EEA citizens](#)

You will be required to provide the College with a copy of your passport and to supply us with a 'Share Code' in order for us to verify your right to study in the UK. Please use the 'New Student University Card collection booking form' link above to arrange a time to do this. Please ensure you have your share code generated in advance of visiting the Academic Office.

### [Opening a UK Bank account](#)

International students may wish to open a UK bank account, this can be done once your enrolment on course is complete. The following University website includes information on how to open a UK bank account:

[Information for International Students](#)