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**St. John's College**  
**Oxford**  
**OX1 3JP**

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Dear Fresher,

We are delighted that you are coming to St John's and hope that your time here will be successful and enjoyable. We look forward to meeting you shortly after your arrival and will be happy to help with any queries you may have as you settle in to College life. The College Office is in the Bursary, which is accessed via Staircase 7 in North Quad. We are open Monday – Friday from 9.00 am - 1.00 pm and 2.00 pm - 5.00 pm or you can contact us at [college.office@sjc.ox.ac.uk](mailto:college.office@sjc.ox.ac.uk). You are also very welcome to contact the Academic Administrator should you wish to make an appointment to see the Senior Tutor or the Academic Dean.

We are writing now chiefly to give you a lot of practical information which you will need at this stage and to which the rest of this letter is devoted. You will also find the University's web pages for students (<http://www.ox.ac.uk/students>) a useful way to access University news, resources and services. The site includes a 'Before you Arrive' section (<http://www.ox.ac.uk/students/new/arrive>) which contains a wealth of information for new students before they arrive and during their first few weeks.

**Please note also the following:**

**1. St John's College Student Contract and University of Oxford Card Form**

Please complete and sign these and return them to us by Monday 4<sup>th</sup> September, remembering to **staple to the the University Card Form** a passport-size photograph with your surname and initials on the back. Please also include with your paperwork **two** additional photographs (passport size) with your name clearly printed on the back of each.

Remember to check that you've used the correct postage for the size of envelope!

**2. Arrival in College**

You are expected to arrive on **Sunday 1<sup>st</sup> October, between 10.00 am and 4.00 pm.** Registration of new undergraduate students will take place in the Hall during this period.

Arrival earlier than 1<sup>st</sup> October will not usually be possible without the prior agreement of the College's Domestic Office. If you are an international student and need to arrive early please contact the Domestic Office ([domestic.secretary@sjc.ox.ac.uk](mailto:domestic.secretary@sjc.ox.ac.uk)) to make the necessary arrangements.

There is no parking available in College. However, if you call in to the main College Lodge on St Giles on your arrival you will be given a note to put in your car which will enable you

to park outside the College on St Giles for 40 minutes so that you can unload your belongings. After that we suggest that you use one of the Park and Ride facilities if those dropping you off would like to spend more time in the city ([http://www.oxford.gov.uk/PageRender/decTS/Park\\_and\\_Ride\\_occw.htm](http://www.oxford.gov.uk/PageRender/decTS/Park_and_Ride_occw.htm)).

### **3. Start your University Registration**

The University will send you an IT activation code and log-in details by email once you have returned your signed University contract. Your password and login is called your Oxford Single Sign On. Your first IT task will be to register for the forthcoming academic year using Student Self Service. You will be sent an email when registration opens. When you login to Student Self Service you will need to check your information and confirm that you wish to be enrolled at the University of Oxford. See <https://www.ox.ac.uk/students/registration?wssl=1> for a guide to registration.

If you do not receive the email from the University please contact us at [college.office@sjc.ox.ac.uk](mailto:college.office@sjc.ox.ac.uk). Anybody who already has an existing Oxford University account will not receive this email. If you have had a University email address in the past and you have forgotten your existing log-in details, you can email [student.information@admin.ox.ac.uk](mailto:student.information@admin.ox.ac.uk) for advice.

### **4. Accommodation**

A furnished room has been reserved for you. Your keys will be ready for you to collect when you arrive in College on Sunday 1<sup>st</sup> October. Please refer to the College's Domestic Arrangements (available on the College website) for information on housekeeping matters.

You will need to vacate and empty your room at the end of Michaelmas Term by 2.00 pm on Saturday 2<sup>nd</sup> December unless you have obtained permission to reside in College during the vacation. Please see the Student Handbook for the dates of term for the remainder of the academic year.

### **5. Tier 4 (General) Student visa holders**

If you are an international student (non EEA/Swiss) please note in particular information about the immigration health charge for access to NHS treatment and arrangements which have been made by the University for the collection of Biometric Residence Permits. Further information is available on the University website at <http://www.ox.ac.uk/students/visa/before/tier4>

For information about the Orientation Programme for European and International Students organised by the University, please see <http://www.ox.ac.uk/students/new/orientation>. The deadline for registration is Monday 11<sup>th</sup> September. The code to register online is OP2017.

## 6. College induction programme

A timetable of meetings and events has been arranged for your first few days in College, at which you will have the opportunity to meet the Senior Tutor, the Academic Dean and other College Officers and staff, including those particularly responsible for welfare.

You will have meetings with your Tutors soon after you arrive in Oxford. For further information about these please check the Undergraduate timetable and, once you have arrived in College, check your email and your College pigeon hole.

An undergraduate induction timetable for the University Library Service is available at [www.bodleian.ox.ac.uk/using/skills/undergraduate](http://www.bodleian.ox.ac.uk/using/skills/undergraduate). Please check the times listed for your course, choosing your degree from the drop-down menu to see all sessions for your course.

## 7. Medical Arrangements

All College members must be registered with an Oxford GP. Most St John's students choose to register with Dr Debbie Waller and her colleagues at the College Medical Practice (19 Beaumont Street, Oxford). If you choose to register with the Beaumont Street Practice please do so online via <http://www.campusdoctor.co.uk/oxford>. Instructions on how to do this are in the letter from the practice available as part of the Freshers' information on the College website.

Anybody choosing not to register with the College Practice **must** inform the College Office of the name, address and telephone number of their Oxford doctor using the emergency contacts form.

## 8. Matriculation

Matriculation is the ceremony that marks your formal admission to the University. It is due to be held on Saturday 14<sup>th</sup> October. You will be required to wear academic dress (called subfusc – see the information in the on-line Freshers' pack for further details). If you are unable to matriculate on this day for reasons of religion or belief, please contact the College Office so that alternative arrangements may be made.

Please contact us in advance of your arrival ([college.office@sjc.ox.ac.uk](mailto:college.office@sjc.ox.ac.uk), tel. 01865 277318) if you have any questions about any part of this letter.

With best wishes,

Dr Ellie Clewlow (Academic Dean) and College Office staff.