



ST. JOHN'S COLLEGE  
Oxford  
OX1 3JP

August 2019

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 8.30 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).

We are writing now chiefly to give you the practical information 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 Card application form**

Please complete and sign these and return them to us by Wednesday 4<sup>th</sup> September.

The University Card application form must be returned in hard copy. Please remember to staple to this form a passport-size photograph with your surname and initials on the back.

The College contract may be returned electronically to [college.office@sjc.ox.ac.uk](mailto:college.office@sjc.ox.ac.uk).

We ask that you also post to us **two** additional photographs (passport size) with your name clearly printed on the back of each.

**2. Arrival in College**

You are expected to arrive on **Sunday 6<sup>th</sup> October, between 10.00 am and 4.00 pm**. You will be able to collect the keys to your room in the College's Hall during this period.

Arrival earlier than 6<sup>th</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.office@sjc.ox.ac.uk](mailto:domestic.office@sjc.ox.ac.uk)) to make the necessary arrangements.

There is no parking available in College. However, if you ask at 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 your IT activation code and log-in details after you have returned your signed University contract to the College. Your password and login is called your Single Sign On (SSO), which is the Oxford system for accessing a range of IT services, including Student Self Service. Your first task using Student Self Service will be to register for the coming academic year. You will be sent an email when the registration period opens and you must register as soon as possible, preferably before you arrive in Oxford.

See <https://www.ox.ac.uk/students/registration?wssl=1> for a guide to registration.

When you log in to Student Self Service you will need to check your personal details and other information and confirm that you wish to be enrolled at the University of Oxford. Please ensure that as part of this process you provide emergency contact details. This will be available to the College Office and the College Lodge for use in an emergency so it is important that you provide it when you register as a student and also update it as necessary.

If you do not receive an email and activation code within two weeks of returning your University of Oxford Student Contract please contact us at [college.office@sjc.ox.ac.uk](mailto:college.office@sjc.ox.ac.uk).

### **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 6<sup>th</sup> October. The College's Domestic Arrangements (available on the College website) provide information on housekeeping matters.

Please think carefully about whether you would like to make any specific requests with regard to your accommodation, whether as a result of a medical condition or for other reasons. If you do have any particular requirements, noting that where these are for medical reasons they must be supported by a letter from your GP or other doctor overseeing your care, please contact us as soon as possible if you have not already done so. You can do this by contacting [college.office@sjc.ox.ac.uk](mailto:college.office@sjc.ox.ac.uk) and your query will be forwarded to an appropriate member of staff who will be in touch with you to discuss your request.

You will need to vacate and empty your room at the end of Michaelmas Term by 2.00 pm on Saturday 7<sup>th</sup> December so please do make sure you put this date in your diary and pass it on to anyone who will need to come to College to help you move out for the Christmas 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>

## **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 College Officers and staff who you will get to know during your time in College. You will also 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 regularly.

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 enrolled students must be registered with an Oxford GP. Most St John's students choose to register with the College Doctors, Dr Meriel Raine and Dr Richard Silvester and their 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.

## **8. Matriculation**

Matriculation is the ceremony that marks your formal admission to the University. It is due to be held on Saturday 19<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 don't hesitate to 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,

College Office staff.