

## LAST INSTRUCTIONS BEFORE ARRIVING IN LEEDS

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1. Ask for the UPM mobility insurance:

<http://www.oncampus.es/>

And for the European Health Insurance Card:

[http://www.seg-social.es/Internet\\_1/Trabajadores/PrestacionesPension10935/Asistenciasanitaria/DesplazamientosporE11566/TSE2/index.htm](http://www.seg-social.es/Internet_1/Trabajadores/PrestacionesPension10935/Asistenciasanitaria/DesplazamientosporE11566/TSE2/index.htm)

2. Pay the tuition fee up to two weeks in advance of the course start date using the online payment system which accepts credit and debit card payments (alternatively, students can pay via bank transfer).

*An e-mail will be sent to the student with an invoice and instructions about how to pay using the online system.*

3. Confirm your arrival at least one week before arriving in Leeds:

Send an e-mail to: [langc@leeds.ac.uk](mailto:langc@leeds.ac.uk)

Subject: "Arrival confirmation: (student's name)"

4. The accommodation fees should be paid during the first week after arrival in Leeds using the online payment system or at the University Cash Office (Student Services Building).

5. If you wish to get a bedding kitchen pack for an additional charge of 35GBP, please complete and return the form:

[http://accommodation.leeds.ac.uk/downloads/download/6/bedding\\_pack\\_request](http://accommodation.leeds.ac.uk/downloads/download/6/bedding_pack_request)

6. Students will be responsible for providing their own crockery and kitchen utensils:

You may buy the essentials in Leeds with some mates.

7. Have always the University of Leeds' guide on.

It contains useful information and a telephone number to use in case of emergency.