

## Checklist for Freshers

Please find below a checklist of things to get done in advance of your arrival in Oxford.

### To do Immediately if you haven't already

- Return your completed **Financial Declaration Form** to [admissions@hmc.ox.ac.uk](mailto:admissions@hmc.ox.ac.uk)
- Meet any outstanding **academic conditions**
  - Undergraduates should [contact admissions@hmc.ox.ac.uk](mailto:admissions@hmc.ox.ac.uk)
  - Postgraduates should liaise with their departments
- Read through the contents of the [Freshers' website](#).

### To do by 31st July if you are living in College

- Return your completed **Accommodation Acceptance Form** to [admissions@hmc.ox.ac.uk](mailto:admissions@hmc.ox.ac.uk)
- Pay your **room deposit** (keys won't be handed over until your form and deposit have been returned!)
- If you need to **arrive early**, contact [tina.knowles@hmc.ox.ac.uk](mailto:tina.knowles@hmc.ox.ac.uk) to see if this can be arranged.
  - If you are arriving early due to your **course** starting early, copy [Victoria.lill@hmc.ox.ac.uk](mailto:Victoria.lill@hmc.ox.ac.uk) into your email.

### To do by 6<sup>th</sup> September

- Return your **College Contract** to [admissions@hmc.ox.ac.uk](mailto:admissions@hmc.ox.ac.uk) (this will be issued once you have met all your conditions).
- Return your **University Card Form**

- Undergraduates should email completed card forms to [admissions@hmc.ox.ac.uk](mailto:admissions@hmc.ox.ac.uk)
- Postgraduates should return completed forms to their location as instructed by the department.

## To do before arriving in October

- Register with the **College Doctor** at <http://www.campusdoctor.co.uk/oxford/>
  - Please note that all students must register with the College Doctors unless they have particular reason why they need to remain registered with an alternative doctor during term time, in which case full contact details need to be provided to the College via the Members area (see below).
  
- Make sure you have had all the necessary **vaccinations**.
  - Details can be found in the letter under 'Medical' on the Freshers' Webpage.
  - For those coming from some countries, vaccinations may be a requirement if your visa.
  
- Complete student **pre-registration**.
  - You will be emailed via IT Services a User ID and login details for the Student Self-Service website [www.ox.ac.uk/students](http://www.ox.ac.uk/students) once your returned University Contract has been processed.
  - Until you have been fully registered you won't be able to access online resources or enrolment certificates which you may need for a variety of purposes.
  
- Activate your [University email address](#).
  - Please note that you will not be issued with login details and an activation code until your University Card form has been returned and processed.
  
- Add your details to the **HMC members area**.
  - You should go to <https://members.hmc.ox.ac.uk/> and click on the 'About Me' tab to complete all of your details.
  - Please email [admissions@hmc.ox.ac.uk](mailto:admissions@hmc.ox.ac.uk) when you have done this.
  - (Note, you will need your Oxford ID and login details to log into the members area).
  
- Disclose any **long-term health conditions or disabilities** which may affect your studies.
  - Confidentiality and Disclosure Forms are available to download from the 'Information for students with disabilities' section of the Freshers' Webpage.
  - If you have a disability or health problem, and have not already disclosed it to the College then please do complete and return a form at the earliest opportunity. If you have any questions relating to disability or special needs then please contact the Disability Officer, Victoria Lill ([academic.administrator@hmc.ox.ac.uk](mailto:academic.administrator@hmc.ox.ac.uk))

- Purchase your **academic dress** (gown and subfusc)
  - Please make sure that you have an academic gown and sub fusc in time for the **Matriculation Ceremony on 19 October 2024**: we are expecting that there will be an opportunity for formal photography on this day.
  - Details of what is required for sub fusc can be found in the 'Matriculation and Academic Dress' section of the Freshers' Webpage.
  - Please note that academic dress will also be required for formal meals (gowns only), examinations and graduation.
  - Further details regarding the arrangements for matriculation will be sent through in due course

### Additional actions for International Students

- Make sure you have the appropriate **immigration documents**
  - For information regarding applying for a visa please see [http://www.ox.ac.uk/students/international\\_students](http://www.ox.ac.uk/students/international_students).
  - Visas can take a long time to come through and so, if one is required, please apply at the earliest opportunity to allow plenty of time for your application to be processed.
  - If you have any questions please contact [admissions@hmc.ox.ac.uk](mailto:admissions@hmc.ox.ac.uk)
  - Please note that International Freshers holding Visas will be required to bring their passports and visas to the registration session scheduled as part of Freshers' Week (see Freshers' Week timetable).
- Set up a UK **bank account**
  - It is important to set up a UK bank account. Information on how to do so can be found in the International Students' section of the Freshers' Website.