



ACCEPTED STUDENT ENROLLMENT CHECKLIST

Congratulations on your acceptance to St. George's University! Please use this checklist and the included links to help guide you through your enrollment steps. Make sure that you submit all official required documents before you can expect an SGU/NU academic offer. you need assistance with any of the steps, please contact your Admissions Officer or email Admissions@sgu.edu

ACCEPT YOUR SGU OFFER OF ADMISSION

To accept your offer, please submit your seat deposit as soon as possible but no later than the due date on your acceptance letter. Payments can be made online through the [Student Self Service](#) portal using your SGU credentials that will be emailed to you from the Office of Admissions. From the Main Menu page, click on the Newly Accepted Student tab in the upper right corner to pay the deposit. Sign the [Acknowledgement of Admission](#) and the [Honor Code](#). Both documents can be emailed to your Admissions Officer or admissions@sgu.edu.

LOG INTO THE UNIVERSITY PORTAL AND SET UP YOUR SGU EMAIL ACCOUNT

Set up your new SGU email address by logging into the University Portal with the credentials that were emailed to you from the Office of Admissions. From there, navigate to the Outlook 365 icon on the left hand side to claim your SGU Student email account.

SUBMIT A COPY OF YOUR PASSPORT DETAILS

All students must submit a copy of their [passport details](#).

SUBMIT A PHOTO FOR YOUR STUDENT ID

All incoming students are issued an official University student ID badge. Student ID badges are required to access campus buildings, classes, and university transportation. Students must use our [photo capture app](#) to upload a picture prior to check-in. Visit our [Submit Your Photo](#) page to learn more.

COMPLETE THE NEW STUDENT QUESTIONNAIRE

All incoming students are asked to complete our [SGU New Student Questionnaire](#).

CONFIRM YOUR HEALTH INSURANCE COVERAGE

All students must maintain adequate health insurance and must either enroll or waive out of the SGU Health Insurance plan. Students will be notified, via SGU email, when the portal will open. For information on how to complete the health insurance requirement, please see the [Student Health Insurance](#) section of the University portal. If you have any questions, please contact the Office of Student Health Insurance medins@sgu.edu or (631) 665-8500 ext. 1350.

During your time at SGU-NU you will be given access to the UK National Healthcare System (NHS). This access is given due to payment of the [International Healthcare Surcharge \(IHS\)](#) that is made during your UK student visa application.

SUBMIT YOUR HEALTH FORMS

All incoming students are required to complete a health form prior to arriving to campus. The health form consists of three parts: health history, physical examination by a physician and immunization record. [Click here](#) to access the health form (it is listed as SOM Term 1 Health Form). You can start working with your physician and gathering all your information. You will receive a notification of where to upload your health forms.

REVIEW YOUR BILL AND MAKE A TUITION PAYMENT

You can pay online or access your bill in [Student Self Service](#). Once in self-service, click on “student” and then “student account”. You can also view your bill in your Student Account Home Page by clicking “view activity”, then select the term and finally, click on the PDF.

PREPARE FOR TRAVEL TO UK

We are very excited to welcome you to Northumbria University (NU) and SGU Drill Hall. To prepare for travel to the UK, SGU will require you to [submit your flight information and arrange your NU meet and Greet service](#).

- Meet and Greet is a **FREE** service offered to new Northumbria University students arriving into Newcastle prior to the start of their course. A relative / guardian accompanying a student can also avail of this service.
- Current NU students will assist new students to accommodation after arrival in Newcastle.
- Students availing of this service must arrive to **Newcastle International Airport, Newcastle Train Station, Newcastle Bus Station** where they will be met.
- Students will be transported to Trinity Square.
- Students must register for the **Meet and Greet service at least 7 days before** arriving into Newcastle.
- Registration must be completed on the NU website.
- This service is **not available for students living off-campus**.

JOIN THE SGU COMMUNITY

Visit the **Accepted Student Welcome Page** created specifically for newly accepted students. While there be sure to scroll down to Connect With Us on Social Media to join your private **Facebook Community** and connect with your incoming classmates.

ATTEND ACCEPTED STUDENT VIRTUAL EVENTS

Our team offers a variety of virtual events for accepted students waive out of the SGU Health Insurance plan. Students will be notified, via SGU email, when the portal will open. For information on how to complete the health insurance requirement, please see the **Student Health Insurance** section of the University portal. If you have any questions, please contact the Office of Student Health Insurance medins@sgu.edu or (631) 665-8500 ext. 1350.

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COMPLETE YOUR NU HOUSING APPLICATION ON THE NU STUDENT PORTAL

You will automatically be issued a housing offer from NU, once you accept your NU academic offer. You will need to use your NU student login details (which will be emailed to you) to enter the NU student portal and accept your NU housing offer.

All students are required to live on campus at Trinity Square for the first academic year. If you wish to live off campus, please email the SGU / NU Dean of Students (DOS) to get permission. Do not decline your NU housing offer until you have received permission in writing from DOS. Email DOS NU at: dosnu@sgu.edu

(OPTIONAL) APPLY FOR ACCOMMODATIONS SERVICES

Students seeking accommodations for disabilities are required to contact: **Student Accessibility and Accommodation Services (SAAS)** located in the Dean of Students Office (DOS). We highly recommend applying for accommodation as early as possible. Requests should be submitted via email to the SAAS Office at dosaa@sgu.edu. Visit our Student Accessibility and Accommodation Services page for the full list of requirements.

Get ready to Accept your NU Offer of Admissions

Once all your final academic results have been received an NU academic offer will be issued.

- You will be emailed your NU student portal login details to your personal email.
- Login into the NU student portal to accept your academic offer.
- Once you accept your offer then apply for your CAS.

A Confirmation of Acceptance for Studies (CAS) is a unique number which confirms you have been accepted on a course of study in the UK. It is an electronic document generated using the Home Office's system and is essential to make a successful Student visa application.

- Students who do not accept their Academic offer **will not be issued a CAS**.
- Once a student has requested a CAS and all requirements are complete the CAS will be issued in approx. 48 hours.

Students **SHOULD NOT BOOK FLIGHTS** until they have received their VISA to ensure there are no delays / flight changes required.

All communications from NU will be done via the **NU portal** or to students' **personal email**. Please ensure you are checking both, as well as SPAM / Junk folders. Please ensure you are also checking your **SGU email address** as you will receive communication from SGU to this email also.

SGU students applying for a UK Student Visa

All fees are paid to SGU, therefore the fees listed on the CAS will be 0.00.

When you are applying for the visa, you will be asked if you have paid a deposit, you should select YES for this question. Although students have not paid a deposit to NU, they have paid a deposit to SGU.

The screenshot shows a web form titled "Deposit Payment". Below the title, there is a link: "You need to pay a deposit for this course via this link <https://www.northumbria.ac.uk/study-at-northumbria/fees-funding/money-matters/online-payments/>". The main question is "Have you paid the deposit?". The "Yes" option is selected and circled in red. At the bottom of the form, there are two buttons: "Cancel" and "Confirm". The "Confirm" button is also circled in red.

Student Handbooks:

As an SGU- NU student you are bound to the regulations stipulated by both Universities. Therefore, please ensure that you refer to these links for any wider queries or information you have:

SGU Student Manual: <https://s36797.pcdn.co/studentmanual/school-of-medicine/>

NU Handbook of Student Regulations:

<https://www.northumbria.ac.uk/about-us/student-charter/>