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**PRE-ARRIVAL CHECKLIST**

In preparation for commencing the programme in February 2017 please find below a monthly checklist of key tasks to be undertaken. Hopefully this will facilitate a smooth transition to commencing your programme of study.

The link below provides further information including useful downloads and web links.

<http://www.soton.ac.uk/healthsciences/prearrival/index.page>

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| **OCTOBER / NOVEMBER**  You have now received your email regarding your joining information, this will include useful information and documents that you need to download, complete and return. |  |
| Have you submitted your completed Occupational Health questionnaire on-line? The email would have been titled “Pre-Placement” – Please do not delay. |  |
| Have you returned your completed Practice Placement Information Form (via email or post)? |  |
| Have you telephoned the DBS (Disclosure and Barring Service) to request an Enhanced DBS application form? – Return completed DBS application form to Recruitment and Admissions, Faculty of Health Sciences, University of Southampton and sign up to the update service. |  |
| Have you applied for a NHS bursary using the BOSS on-line application form? Instructions on how to apply included in your joining information e-mail (if you are an EU applicant you do not need to apply until you commence the programme). |  |
| **NOVEMBER / DECEMBER** |  |
| Have you sent a copy of your Enhanced DBS certificate direct to the Recruitment and Admissions Team, Health Sciences, University of Southampton. (Via email or post)? Please keep your original Enhanced DBS certificate safe, as you will be required to show the original on the first day at registration. Again please do not delay in sending us a copy. |  |
| Have you signed up to the annual DBS Update Service? |  |
| Have you provided us with second referee contact details? |  |
| Have you provided us with a copy of your transcript (Diploma Supplement)? |  |
| Have you arranged your accommodation if required? |  |

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| **DECEMBER / JANUARY**  Your conditional offer on UCAS will not go unconditional until all outstanding conditions have been met – this includes all academic qualifications, occupational health clearance and DBS checks. |  |
| Have you met all the conditions of offer? – qualifications, occupational health and DBS check |  |
| **FEBRUARY**  In early September, additional Joining Information will be emailed to you to confirm your learning group and your two-week’s timetable. (Please check Junk / Spam) |  |
| Have you looked at the ‘Southampton Are You Ready’ website? |  |
| Have you enrolled? (You will need your student number provided on your conditional offer email noted as your Southampton ID Number). |  |
| Please bring with you on your First Day the following:   * **Original DBS Certificate** * **Original Degree Transcript** |  |

**Contact address**

University of Southampton

Health Sciences

Recruitment and Admissions Team (2029)

Nightingale Building (67)

University Road

Southampton

SO17 1BJ

**Contact telephone numbers**

Pat Goodman 023 8059 7835

Joe Chungh 023 8059 8830

Tracy Burgess 023 8059 8221

**Fax number**

023 8059 8909

**E-mail address**

[UGapply.fhs@soton.ac.uk](mailto:UGapply.fhs@soton.ac.uk)