

# Teach in

## Arriving in the UK Checklist

### Important Contact Details

UK Consultant:

Branch Phone Number:

Branch Address:

### Pre-Departure

<p>1. Remember that you need to pack all of your original documents to take with you to the UK. This includes:</p> <ul style="list-style-type: none"><li>• Passport</li><li>• Driving Licence</li><li>• Documentary evidence of any change in your name</li><li>• Valid Right to Work / VISA</li><li>• Degree Certificate – proof of qualification</li><li>• Overseas Police Check</li></ul>	
<p>2. Make sure that you have done your safeguarding training. You can do so by following this link: <a href="http://www.synarbor.net/training/">http://www.synarbor.net/training/</a></p>	
<p>3. Make sure that we have scheduled a face-to-face appointment with your UK consultant for you.</p>	
<p>4. Make sure that you have temporary accommodation arranged and that you know how you are getting to this accommodation from the airport.</p> <p>Address:</p>	

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## Arrival in the UK

<p><b>1. You have landed! As you go through customs make sure that you have your landing address handy (this is the address for the hotel/ hostel/house where you will be staying initially).</b></p> <p>Landing Address:</p>	
<p><b>2. You will need to visit your local branch and meet with your UK consultant so that you can:</b></p> <ul style="list-style-type: none"><li>• Have your original documents sighted (signed and stamped)</li><li>• Complete final registration questions</li><li>• Collect your DBS</li></ul>	
<p><b>3. You will need to pick up your Biometric Residence Permit once you're in the UK. You must do this before your vignette (visa page in your passport) expires or within 10 days of arriving in the UK, whichever is later. Check your decision letter. It will tell you to collect your Biometric Residence Permit from the Post Office and will give a location.</b></p> <p>Post Office Address:</p>	
<p><b>4. Make an appointment to set up a bank account. You will need to take your passport with you. We suggest opening an account with <a href="#">HSBC</a> (click on "open account" and follow the instructions.)</b></p>	
<p><b>5. Make an appointment to get your national insurance number. This is very important to ensure you don't pay a higher rate of tax. To make an appointment, call your local Job Centre Plus on 0845 600 0643 (M-F 8am-6pm). Once you have your temporary National Insurance number, give this to the UK team to provide to payroll.</b></p> <p>Local Centre Address: Appointment Date/ Time:</p>	
<p><b>5. Have you decided if you would like to get paid through an Umbrella company or PAYE? You can read more about Umbrella companies <a href="#">here</a>.</b></p>	

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<p>6. Sort out your long-term accommodation. You might like to use Relocation Genie, who will help you to source temporary or permanent living accommodation throughout the UK (ask your consultant for a referral). Learn more <a href="#">here</a>.</p>																	
<p>7. Register with a local doctor, dentist and optician if applicable.</p>																	
<p>8. Organise a UK SIM card and phone number &amp; pass this to the UK office.</p>																	
<p>9. Make sure you have these important phone numbers saved:</p> <table><tr><td>Emergency Services (Police, Ambulance, Fire)</td><td>999</td></tr><tr><td>Non-Emergency number for the police</td><td>101</td></tr><tr><td>NHS Direct/ non-emergency medical</td><td>111</td></tr><tr><td>Jobcentre Plus</td><td>0345 604 3719</td></tr><tr><td>DBS:</td><td>0870 9090 811</td></tr><tr><td>Directory Enquiries:</td><td>195</td></tr><tr><td>Youth Hostel</td><td>0800 0191 700</td></tr><tr><td>National Rail Enquiries</td><td>03457 48 49 50</td></tr></table>	Emergency Services (Police, Ambulance, Fire)	999	Non-Emergency number for the police	101	NHS Direct/ non-emergency medical	111	Jobcentre Plus	0345 604 3719	DBS:	0870 9090 811	Directory Enquiries:	195	Youth Hostel	0800 0191 700	National Rail Enquiries	03457 48 49 50	
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<p>10. Ask your consultant to register you for a Teach in Induction and Social Event in the UK.</p>																	
<p>11. Go and explore your new city and make some memories!</p>																	