



Welcome to De Montfort University

A guide for new international employees

Contents

Introduction	3
Before you travel the UK.....	3
Your eVisa	3
Arrival in the UK	4
Getting Here.....	4
Right to Work Check	4
Financial Support.....	4
Interest-Free Loan for Visa and Immigration Costs.....	4
Living and Working in the UK.....	4
Accommodation.....	4
Utility Bills	5
National Insurance Number	5
Banking.....	5
Driving in the UK	5
Healthcare System and How to Register.....	6
Medical Care	6
Dental Services.....	6
Contact for Help	6

Introduction

We are pleased to hear you will soon be joining DMU's staff community. We want you to feel welcome and included into our vibrant culture here in Leicester.

A city rich in cultural diversity

Leicester is rich in culture and famed for diversity, making it feel like the world is on your doorstep. The city is home to one of the biggest celebrations of Diwali outside of India. It's an inclusive city with a long history of welcoming a variety of ethnic communities and religious faiths. Eating out in Leicester can feel like travelling the globe with bars and restaurants influenced by tastes from all over the world, plus a huge selection of coffee shops and lunch spots, from independent cafes to your favorite restaurant chains.

A city always moving forwards

Leicester is the third most 'progressive' city in the UK, according to Bankrate UK, which ranked cities on how they addressed issues including recycling and the gender pay gap while promoting positive change.

A city for sport lovers

Whatever sport you follow, you'll be spoiled for choice in Leicester – one of the great sporting capitals of England. We are home to Premier League and FA Cup winners Leicester City; rugby union's Leicester Tigers, who hold a record-breaking 11 championship titles; one of the UK's most successful women's hockey teams at Leicester City Hockey Club; basketball team Leicester Riders, who have won 6 BBL Championships; and Leicestershire County Cricket Club.

A city to enjoy the arts

Arts and culture are renowned across the city, including the biggest comedy festival in the country – the annual Leicester Comedy Festival; live performances at Curve theatre; the latest blockbusters and independent movies at the Phoenix or Showcase cinemas; King Richard III Visitor Centre; National Space Centre; and colourful street art by GraffWerk.

Before you travel the UK

Your eVisa

It is recommended that you use the [Digital ID Check App](#) where possible when applying for your visa.

Please create your [UKVI Account](#) to register for your eVisa as soon as the visa process allows.

Ensure that you have checked your eVisa is correct prior to travelling!

You may find these [eVisa support videos](#) useful to help access and use your eVisa as well as updating and recovering your UKVI account.

Depending on your nationality or where you applied for your visa, you may already have an eVisa and UKVI Account. Obtaining an eVisa is free and will not change your immigration status for the UK.

UKVI provide a short [video](#) to explain eVisas.

Arrival in the UK

Getting Here

DMU's campus is based at the heart of Leicester's city centre, you can travel to campus by car, train or public transport, for more information click [here](#).

Right to Work Check

Once you arrive in the UK and before you start work with the University, you will need to complete a right to work check and have your original documents verified in order to meet Home Office Legislation. This will include your passport, qualification certificates and eVisa. As part of the application process you will have created a UKVI account for an eVisa (digital immigration status), you will need to use the Home Office Online right to work checking service to [prove your right to work](#). Please contact the People Operations Team as soon as you arrive in the UK on peopleservices@dmu.ac.uk who will then arrange an appointment with you to bring in your original documents for verification.

Financial Support

Interest-Free Loan for Visa and Immigration Costs

If your visa application is successful and once you have commenced employment with us, the University offers an interest free loan provision, to assist with costs of visa application fees and associated costs for both yourself and your dependents. Please see the [policy](#) and [form](#) to request the loan. Completed applications should be returned to peopleservices@dmu.ac.uk together with all receipts and a full credit report for consideration, noting that a successful outcome is not guaranteed.

Living and Working in the UK

The British Council website provides up to date information to new starters and their families who are moving from overseas. You are given an insight in to daily life and working in the UK. Support with accommodation, personal finance, family, visa requirements and healthcare. For more information click [here](#).

Accommodation

You have the option to rent or buy a house when moving from overseas, you may search for accommodation by using online search engines or visiting The National Association of Estate Agents (NAEA) website by clicking [here](#).

We would also suggest that you look round the local estate agents in the town centre of Leicester and surrounding areas and they will be able to offer you advice.

To secure a property you may be asked to provide a Confirmation of employment letter which you can request from us by emailing peopleservices@dmu.ac.uk. Alternatively, they may ask for the contact details of your employer in order to send us a rental reference request. You can use peopleservices@dmu.ac.uk as the contact. We will also require your written permission to release the details so please also email us providing your consent and include the name of the agency who will be contacting us.

If you are unable to secure a property or hotel for your first few days in the UK there **may** be short term availability in our student accommodation. Please contact Estates Accommodation direct on Accommodation@dmu.ac.uk for availability and current pricing details noting this is only available for **single occupancy** (not suitable for families) and for short periods only (pricing @ Sept 2024 was £192 per week).

Utility Bills

Once you have secured your property, you may want to ensure your utility bills such as water, gas, electricity and internet have been sorted, you may secure a rate with a provider by visiting a price comparison site such as [compare the market](#) or [money supermarket](#).

Home furnishings and household goods may be purchased from some of our high street shops or supermarkets. You will automatically be signed up to our benefits platform, [Vivup](#), after your start date using your DMU email address. This site offers regular offers including money off grocery shopping, home technology and appliances and much more.

National Insurance Number

You will need a National Insurance Number if you:

- [live in the UK](#)
- have the right to work in the UK
- are working, looking for work or have an offer to start work

If you have not already been provided with a National Insurance number as part of the visa process, then please apply as soon as possible: [Apply for a National Insurance number: Who can apply for a National Insurance number - GOV.UK](#)

Banking

Opening a bank account is crucial to ensure we can pay your salary to you monthly. You may not be able to do this until you have secured a UK home address. Banks in the UK are legally obliged to undertake identity and address verification, which may lead to a delay in individuals from outside the UK opening a UK bank account. Please check with your chosen bank the documentation they require before you visit a branch. They will normally require proof of a UK residential address such as a tenancy agreement and a letter from the University confirming your employment details. You can request a confirmation of employment letter from us by emailing peopleservices@dmu.ac.uk.

Once you have secured a property and bank account please complete and return the New Starter Checklist in order for your salary to be paid at the next available pay run. This form can be requested by contacting us on the above email address.

Driving in the UK

In order for you to drive in the UK you will be required to have a license that permits you to. If you hold a non-UK license, click [here](#) use our government website tool to determine if you can use your license in the UK.

If you do not have a driver's license or your current license does not permit you to drive in the UK, you may [apply for a provisional license](#) once you enter the UK.

If you have a valid license and want to purchase a vehicle, you may visit a vehicle trading sales office or visit UK vehicle trading site. Before buying a vehicle, please visit our [government website](#) to ensure you have everything you need.

Healthcare System and How to Register

Medical Care

In the UK, the National Health Service (NHS) provides healthcare to residents (including EU/EEA citizens with settled or pre-settled status) or who have paid the [Immigration Health Surcharge](#) as part of their visa application. After moving to the UK, you should register with your nearest health centre. You will then be assigned a general practitioner (GP), who will oversee your routine medical care. To learn [how to register with a GP](#), please visit the NHS website. For basic healthcare, at a GP practice or a hospital, there are no charges. If you need prescription medicines, or dental or eye treatment, you may be required to pay some or all the cost.

To call an ambulance, dial 999 from a landline, or 112 from a mobile. Most health centres offer 'emergency' appointments or walk-in clinics if you need a same-day consultation for a medical condition that is not life-threatening.

If you ever need health support out of service hours, you can contact the NHS Direct advice line on 111 and can organise out-of-hours care from GPs, community nurses, or paramedics as appropriate. The NHS website gives information on the most common conditions, along with their treatments, or you can consult your local pharmacist for advice about minor illnesses.

You can [search for nearest pharmacies](#) online by entering your postcode.

Dental Services

There are subsidised dental services available through the NHS. Children receive free treatment, as do people who meet certain criteria. You can [check your eligibility](#) online. It can be difficult to find a good dental practice that has spaces for NHS patients, so ask colleagues or neighbours for recommendations. If you have private healthcare insurance, you should check whether this includes dental cover.

Contact for Help

If you have any questions please contact the People Services Team on peopleservices@dmu.ac.uk where your enquiry will be logged and responded to via the service portal.