Pre-arrival information
Contact Information

Emergency free call
0800 183 9955

AES switchboard, operated 24 hours a day/7 days a week (please note evening and weekends will divert to maintenance)
02075809922

Duty Manager
0203 393 0702

Global Gossip (internet)
customerservice@globalgossip.net

We are located in the heart of Bloomsbury, on Russell Square.

Our address is:
Monticello House,
45 Russell Square
London WC1B 4JP
Office hours are Monday – Friday, 9am – 5pm

Internship Department - general email
InternshipProgram@angloeducational.com

Jill Tabuteau - Director, Academic Programme Development
jill@angloeducational.com

Oliver Tatler - Internship Development Manager
idm@angloeducational.com

Stephanie Crutchlow - Student Services Manager
Stephanie@angloeducational.com
For any questions or advice about travelling, or your stay in London

Student Relations Manager
michael@angloeducational.com

Facebook group
AES students

Twitter
AngloInternship
## Dates to remember

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birkbeck registration</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; January</td>
<td>9am</td>
<td>Birkbeck, University of London</td>
</tr>
<tr>
<td>Birkbeck Orientation</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; January</td>
<td>6-8pm</td>
<td>Birkbeck, University of London</td>
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<tr>
<td>Internship Orientation</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; January</td>
<td>12noon</td>
<td>Monticello House, 45 Russell Square</td>
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<tr>
<td>Welcome reception</td>
<td>8&lt;sup&gt;th&lt;/sup&gt; January</td>
<td>6-7.30pm</td>
<td>Birkbeck, University of London</td>
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<tr>
<td>Start of classes</td>
<td>w/c 5&lt;sup&gt;th&lt;/sup&gt; January</td>
<td>10am</td>
<td>Birkbeck, University of London</td>
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<tr>
<td>Start of internship</td>
<td>w/c 5&lt;sup&gt;th&lt;/sup&gt; January</td>
<td>Dependant on site</td>
<td>Internship site</td>
</tr>
<tr>
<td>Final reception</td>
<td>9&lt;sup&gt;th&lt;/sup&gt; April</td>
<td>6-8pm</td>
<td>Birkbeck, University of London</td>
</tr>
<tr>
<td>Examinations</td>
<td>w/c 13&lt;sup&gt;th&lt;/sup&gt; April</td>
<td>9am</td>
<td>Birkbeck, University of London</td>
</tr>
<tr>
<td>Final day of internship</td>
<td>17&lt;sup&gt;th&lt;/sup&gt; April</td>
<td>Dependant on site</td>
<td>Internship site</td>
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<tr>
<td>Work placement module</td>
<td>19&lt;sup&gt;th&lt;/sup&gt; January 2&lt;sup&gt;nd&lt;/sup&gt; February 23&lt;sup&gt;rd&lt;/sup&gt; February 9&lt;sup&gt;th&lt;/sup&gt; or 10&lt;sup&gt;th&lt;/sup&gt; March</td>
<td>6-8pm</td>
<td>Birkbeck, University of London</td>
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</table>

Please note the following due to Easter holidays:

Week 13: W/C Monday 30<sup>th</sup> March – Monday and Tuesday classes will take place this week. No classes will take place on Wednesday 1<sup>st</sup> or Thursday 2<sup>nd</sup> April.

Week 14: W/C 6<sup>th</sup> April – Wednesday and Thursday classes would take place in this week. No classes on Monday 6<sup>th</sup> or Tuesday 7<sup>th</sup> April.

Internships will not take place on Friday 3<sup>rd</sup> April or Monday 6<sup>th</sup> April.

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**Please remember to bring your Passport with you to your Internship Orientation.**

Please do not book any travel to miss any of your Internship or classes until you have had this approved with your Professor/Supervisor and Anglo Educational Services - please speak to a member of staff at Anglo for documentation required.

You are required to do 20 hours per week in your internship and attend all work placement module classes for academic credit. You will be required to complete two assignments: a presentation and a reflective commentary.
Immigration and visas

As soon as you receive your passport back from the UK visa service, please check the following information on your visa:

The valid from and valid to dates cover the duration of your course

The number of entries is MULT (which means you can travel while you are here)

The work limit is 20 hours

If you would prefer Anglo to check this for you, please send a copy to Stephanie@angloeducational.com. It is the student’s responsibility to ensure all details are correct. If anything is wrong, please contact the study abroad office in the USA immediately. It is much easier to rectify an error prior to departure for the UK. If you arrive and these details are not correct, your passport will be sent to the UK Border Agency to fix which can take up to 20 weeks therefore you will not be able to travel out of the UK.
When passing through UK Border Control, you will need your passport and a copy of your CAS statement.
You need to ensure you are issued with the correct visa stamp, or else you will be unable to do your internship until you exit and re-enter the UK to receive the correct stamp. This may be an additional expense. When your passport has been stamped, you should check you have been issued with the correct one before leaving the immigration officer. Below is a copy of a correct and an incorrect stamp.
NB Some students use clips to hold the pages of the passport open on the correct page.

**CORRECT STAMP**

The visa stamp has IMMIGRATION OFFICER 3363 – This is the immigration officers official number, followed by the date of entry. This stamp is either on the visa itself or on the page across from it.
It is up to you to ensure you have the correct stamp on your visa. In the unlikely event you have the incorrect stamp and you have left the airport, you will have to provide Anglo with your passport and two recent, passport sized photographs to send to the Border Agency. You will not be permitted to travel outside the UK, and should not make any travel arrangements, until you receive your passport back. In some circumstances, this has taken 20 weeks. The other option will be to leave the country and re-enter, ensuring you have the correct stamp put in. You also have to make sure the place you are visiting will stamp your passport (for example Ireland won’t so this is not an option). This will be at your own expense.

Anglo need to ensure you have the correct visa before you start your internship so you will need to bring your passport with you to Orientation – a photocopy is not acceptable.
Discounted tickets and events

Anglo has access to discounted theatre tickets and events in London, for the duration of your stay. All students are welcome to stop by the office, email Stephanie on Stephanie@angloeducational.com or call on 02075809922 to check for ticket prices or to book. All you need is number of tickets, dates available and what you would like to do or do.

Below are some examples:

The Tower of London - £20.00
Shakespeare’s Globe Tour - £13.50
Chelsea Football Club Tour - £16.00
Wicked - £19.00
The Phantom of the Opera - £29.99
Les Misérables - £29.00
War Horse - £33.00

The Book of Mormon - £48.00

Group tickets are also available at a reduced rate for at least 10 students.

Below are some examples:

The Lion King - Ticket value up to £47.50 - Your price is £30.80
Dirty Rotten Scoundrels - Ticket value up to £67.50 - Your price is £16.50

The Commitments - Ticket value up to £62.50 - Your price is £21.50

Look for us on Facebook under the group name “AES students”. This is updated often with special offers/free events in London. This is also a great place to meet other students on Study Abroad and organise your own Social events.

- 3 month Tastecard for only £15.00.
A Tastecard membership gives you 50% off the total food bill, or 2 meals for the price of 1 at thousands of participating restaurants. You can order this with Stephanie.

- Discount on all trips with International Friends.
You must use the code ANGLO20 in order to obtain the £20 discount. To see the tours currently available and to book places, please visit www.internationalfriends.co.uk. You can order this directly from the website.

- Discount on all trips with Weekend Student Adventures.
You must use the code AES15 in order to obtain the €15 discount. To see the tours currently available and to book places, please visit http://www.wsaeurope.com. You can order this from the website.

For more information on any of our events please contact Stephanie@angloeducational.com
What do I need to bring?

First of all, the most important thing. Do not over pack! Remember that you will want to fill up your suitcase on the way back with souvenirs, books etc., so try and pack as light as possible. We would however, recommend that you bring the following things:

Adaptors
Transformers
Prescription medicines
Contact lenses/solutions

Suitable clothes
We also have the following if you are unsure what to pack for your Internship:
What should I leave at home?

Towels – If you are staying in a hotel towels will be provided, but in our apartments you are expected to provide your own. Unless you specifically want a certain towel from home then you can go to a local store such as Primark, and you will find that towels are not overly expensive.

Hairdryers and curling irons – We highly recommend that you do not bring hairdryers. In the past students have found that they are not compatible with adaptors, and have broken very quickly.

Toiletries – Whilst things might be a little more expensive over here the majority of toiletries are readily available in the UK.

Alarm clocks – Electrical alarm clocks will often not work at all in the UK, even with a transformer.

CS spray, pepper spray and Tasers – These are illegal in the UK.

Be sure to check out our website for further information and useful websites www.services.angloeducational.com

Have a great flight and we looking forward to seeing you in the UK.
The Internship Team