DEAR STUDENT,

I would like to take this opportunity to welcome you to our community of scholars from across the world!

I am delighted you have chosen to study at Heriot-Watt, an exciting and distinctive university, unique in terms of our global reach and impact. During your time with us, I am confident you will have the opportunity to thrive, both personally and academically. Working with leading academics, our learning environment offers the very best in terms of study programmes informed by our own research which will allow you to apply the latest thinking and knowledge to real world challenges. Together with the specialist learning technologies, outstanding support and facilities this means you will have the best possible opportunity to excel in your studies.

University is also about developing as an individual and I would encourage you to do just that. At Heriot-Watt our graduates are specialist, creative, professional and globally minded and we want you to develop as a person, becoming professionally educated, globally employable, citizens of the world.

I hope you will thoroughly enjoy your experience and look forward to commencing your studies with us.

Yours faithfully

Professor Richard A Williams OBE
University Principal and Vice-Chancellor
Heriot-Watt University
Edinburgh Campus
Edinburgh, Scotland
IN ORDER TO MAKE THE START OF YOUR STUDIES AT HERIOT-WATT UNIVERSITY AS EASY AND ENJOYABLE AS POSSIBLE WE RECOMMEND THAT YOU DO THE FOLLOWING THINGS BEFORE YOU ARRIVE ON CAMPUS:

1. **Check out all the important information at:**
   www.hw.ac.uk/newstudents
   Our New Students website is designed especially for you! You will find details on how to get here, session dates, events during Welcome Week, and the many services on offer once you arrive.

2. **Enrolment: Enrol Online**
   You can enrol online from the 4th August at:
   www.hw.ac.uk/onlineenrolment
   When you enrol online you can upload a passport-style photograph for your student card. Once you arrive on campus you will complete the enrolment process during Welcome Week which runs from the 5th to 9th September. If you are an international student subject to immigration control you will be required to enter your visa details during online enrolment and bring your visa and passport to the enrolment completion event.

3. **Check out your Enrolment and Induction Timetable**
   You will find the enrolment and induction timetable for your programme at Enrolment and Induction timetable. Please ensure you attend at the allocated dates and times for your programme.

4. **Your Financial Responsibilities**
   All students are charged tuition fees. If you are being funded, please make sure you apply well in advance to your funding body. If you are sponsored or if you are funded by an organisation which is not the Student Awards Agency for Scotland (SAAS) or the Student Loans Company (SLC), please send the letter confirming the sponsorship or funding to sponsors@hw.ac.uk. If you are paying your own fees please read about how to pay them at www.hw.ac.uk/payment.

5. **Get Connected**
   You can find information on Freshers Week organised by the Student Union, the Chaplaincy, other services and events.
What you need to bring with you | *IMPORTANT INFORMATION*

To ensure you can complete the Enrolment process when you arrive on campus you MUST bring the following:

- **HWU Person ID**
  You will find your HWU Person ID on any recent correspondence from the University.

- **Passport or Other Photographic ID**
  You will be required to show photographic identification at the Enrolment Completion event.

- **Visa**
  If you are an international student subject to immigration control you will be required to show your visa at the Enrolment Completion event.

- **Financial Responsibilities**
  If you are unable to scan and e-mail your sponsor or funding letter to sponsors@hw.ac.uk please bring it with you.

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**What you need to do before you arrive | *IMPORTANT INFORMATION***

- **New students website**
  Go to [www.hw.ac.uk/newstudents](http://www.hw.ac.uk/newstudents) to check out all the important information prior to arriving.

- **Enrol Online**
  You can enrol online from the 4th August at [www.hw.ac.uk/onlineenrolment](http://www.hw.ac.uk/onlineenrolment).

- **Enrolment and Induction Timetable**
  Familiarise yourself with your timetable found at [www.hw.ac.uk/enrolment-timetables](http://www.hw.ac.uk/enrolment-timetables).

- **Financial Responsibilities**
  Scan and e-mail your sponsor or funding letter (excluding SAAS or SLC letters) as a pdf file to sponsors@hw.ac.uk. If you are unable to e-mail your letter please bring it with you and hand it into the Student Service centre.

- **Financial Responsibilities**
  If you would like to find out about paying your tuition or/and accommodation fees in monthly instalments please go to [www.hw.ac.uk/payment](http://www.hw.ac.uk/payment).

- **An Invitation to New Students and their Families**
  Edinburgh Campus students: If you would like to join us for a cup of tea and to find out about our services on the 3rd September please go to [www.hw.ac.uk/students/new-students/uk/before-you-arrive.htm](http://www.hw.ac.uk/students/new-students/uk/before-you-arrive.htm).

- **University Health Service information and Medical Questionnaire**
  Find out more about the Health Service and you can complete the questionnaire online at [Riccarton General Practice](http://www.hw.ac.uk/health-wellbeing/disability/faqs.htm).

- **Chaplaincy Centre New Student Survey**
  Find out more about the Chaplaincy and you can complete the survey at [www.hw.ac.uk/chaplaincy-survey](http://www.hw.ac.uk/chaplaincy-survey).

- **Disability Questionnaire**
  If you have or think that you may have a disability/medical condition or specific learning difficulty, please complete the disability questionnaire at [http://www.hw.ac.uk/students/health-wellbeing/disability/faqs.htm](http://www.hw.ac.uk/students/health-wellbeing/disability/faqs.htm) or contact us on disability@hw.ac.uk.
You will automatically be made a member of the University library and will normally gain access to IT facilities up to 24 hours after you are enrolled. Email and login details will appear on your enrolment confirmation letter which is accessible at the end of online enrolment.

For information on using the library and how to get access to computing and IT services, including Wi-Fi, Vision - the virtual learning environment, email, software, PC labs and printers, go to www.hw.ac.uk/is.

Information on other services and contact details can be found at www.hw.ac.uk/newstudents under Getting Connected.
CAMPUS MAP

Edinburgh Campus
www.hw.ac.uk/directions

PC Lab Edwin Chadwick 2.04
Main Reception and Edinburgh Conference Centre
Library
The Lawn
The Loch
PC Lab Mary Burton G22
Bus Terminal
Student Services Centre
PC Lab Earl Mountbatten 2.52

Research Park North
Research Park South

Car Park A
Car Park B
Car Park C

A71 Kilmarnock
A71 City Centre

Colin Maclaurin Building
John Muir Building
Earl Mountbatten Building
David Brewster Building
William Perkin Building
James Nasmyth Building

John Coulson Building
Postgraduate Centre
Edwin Chadwick Building
William Arrol Building
Scott Russell Building
Esmée Fairbairn Building
Business Executive Centre
Mary Burton Building
Conoco Building

A70 Currie, Lanark

Main Entrance
www.hw.ac.uk/newstudents
USEFUL CONTACTS

EDINBURGH CAMPUS

Student Service Centre
Hugh Nisbet Building
Heriot-Watt University
Edinburgh
EH14 4AS

☎ +44 (0)131 451 3000
✉ StudentCentre@hw.ac.uk

Student Support and Accommodation
Hugh Nisbet Building
Heriot-Watt University
Edinburgh
EH14 4AS

☎ +44 (0)131 451 3386
✉ studentsupport@hw.ac.uk

For contacts in academic departments and other contacts see www.hw.ac.uk/newstudents
DISCLAIMER OF LIABILITY

Whilst every effort has been taken to ensure the accuracy of the information in this Guide at the time of going to press, the University wishes to emphasise that the programmes, facilities and other arrangements for students described in this publication are regularly reviewed and are naturally subject to change from time to time.

The University accordingly reserves the right without notice to vary the content of the programmes and fees previously announced and to modify as seems appropriate the facilities and arrangements for students.

Any changes will be incorporated in subsequent editions of this guide and applicants and students should enquire as to the up-to-date position when they need to know this.

The University cannot accept responsibility, and expressly excludes liability, for loss or damage to students’ property. Students are advised to insure their property against theft and other relevant risks.

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