



“Welcome to Darwin College” Freshers’ pack 2017-18

Contents

This document summarises the contents of your pack and further information can be found on the Darwin web-site: <https://www.darwin.cam.ac.uk/>

Both are very informative, include useful contact details, and give you a good idea of what you need to be doing during your first week here. Please take time to read through these as they will hopefully answer most of your immediate questions.

1. Dean’s Letter & Tutor notification

A welcome from the Dean, Dr Duncan Needham, explaining how the Deanery (equivalent to Graduate Tutorial Office) works, together with information on who to contact should you have a problem.

An introduction to your Tutor for the year together with contact details.

2. General Practitioner (GP) / Registration for NHS services

All new students must register with a local doctor and should do this as soon as possible. It is usual to pick a practice close to where you are living.

3. Opening a Bank Account

Some students will require a College Letter confirming their student status before opening an account and the Deanery will be happy to issue this; the forms for which are in your pack. Please note that such letters need to be individually addressed to a specific bank so you will need to know which bank you wish to use and their full postal address before completing a form. Details of banks can be found on the reverse of the form.

At busy periods, i.e. the start of each term, these can take up to THREE WORKING DAYS to produce and this should be taken into consideration when making appointments.

4. Miscellaneous

Drinks reception and Welcome Dinner invite; counselling services, IT matters @ Cambridge, etc.

Additional Information

1. Pigeon-hole / Mail

Mail for all members is placed in pigeon-holes in the Porters' Lodge by the Porters. Please ensure you check yours on a regular basis.

2. Matriculation

All students (excluding Cambridge graduates) will be expected to sign the Matriculation form. At Darwin, the Matriculation is an informal procedure and just requires a signature.

Matriculation will not take place unless a form of id has been provided.

3. Bicycle Registration

Bicycles belonging to members of the College must be registered with the Porter on duty, and must bear the allotted College number. Bicycles must not be stored in any College room or the common parts of the College properties.

4. College Front Door Keys

For those living out, i.e. in private accommodation, these can be obtained from Ann-Marie in the Bursary (deposit required).

5. Fees / Grant Cheques / Queries Relating to College Bills

Our Accounts Office deals with the majority of student fee enquiries and they are responsible for the collection of University fees. All queries regarding the payment of fees should be directed in the first instance to Mr Chris Millward (fees@darwin.cam.ac.uk), Accounts Office.

6. Study Centre / Computing Facilities Access

Access to the Study Centre is gained by swiping your University Card. If this fails to work, please visit the Porters' Lodge.

7. The University Card

Where possible the Deanery distributes University Cards that have been sent to us from the University Card office. In some cases, University Cards are dispatched directly to your Department/Faculty.

Useful links:

CUSU (Cambridge University Students' Union): <https://www.cusu.co.uk/>

GU (Graduate Union): <https://www.gradunion.cam.ac.uk/>

International Students/Tier 4: <https://www.internationalstudents.cam.ac.uk/>