

Dear students,

We are almost there with the start of term. I had the pleasure of meeting a few of you in person in the last few weeks. I'm looking forward to meet the rest of you over the coming weeks.

Please complete this [arrival form](#), including those who will be staying at Lady Margaret Hall, so that we know when you are arriving and your plans with registering with a GP. This is to help us arrange our inductions events and out of hours cover (if required).

Pre-arrival Information

The [pre-arrival page](#) has been updated with more information to prepare you for your arrival. I would strongly advise you to look through all the links provided on the website and make sure that you have done everything required. If you are in quarantine or self-isolating, what better way to spend time than to look at the information available and look forward to what is ahead once the self-isolation/quarantine period is over. Please also find attached a Welcome letter from Lauren Bolz on the Graduate Common Room.

We are holding a pre-arrival Q & A session on **Wednesday, 8 September at 4pm (UK time)**. Here is the [link to the meeting](#). Lauren Bolz, Caroline Mawson and myself will be on hand to answer your questions.

Registration procedure

If you have returned your university card form and activated your university IT account (SSO), you can now start the registration procedure.

- 1) [Register online](#) by logging into Student Self-Service using your SSO.
- 2) [Book an appointment](#) (you need your SSO to log-in) to meet with a member of the Academic Office, either myself or Caroline Mawson. You will collect your university card from us. We are also happy to answer your queries. If you think you need more than 10 mins, please book more than one slot. If you are part-time and/or will not be in Oxford, please request for an online meeting. You do not have to come see me again if you have met me in person in the last few weeks.
- 3) Bring your BRP ID card and passport to the appointment. We are working on a site where you can upload electronic copies of the document but it is not yet ready.
- 4) Once we have met you, we will complete your registration. The Certificate of Enrolment will be available a few hours' after we have formally enrolled you.

Important: If you have not met your academic conditions or return your completed university card form, please do so as a priority.

Use of Linacre College

You can start using Linacre College facilities from 20 Sept, including our common room.

Arrival arrangements at Farndon Court

Please note the [location for Farndon Court](#). Have the map in hand in case the taxi driver does not know where it is. The entrance to Farndon Court is on Farndon Road.

If you are arriving at Farndon Court between 24 -27 Sept between 9-5pm, someone will be there to give you your room key, which is your university card.

If you are arriving on weekdays, Monday-Friday, 9-5pm, the caretaker, Ray Hall, will be at Farndon Court to give you your room key. He may not be at the reception all the time. **If he is not there, please contact him at +44 (0)7564 045419.**

If you are arriving outside 9-5pm and during the weekend (except 25 and 26 Sept where someone will be there), please collect your university card at Linacre College reception. If you are taking a taxi, please ask the driver to wait for you while you collect your card at Linacre College, and you can ask the driver to continue on to Farndon Court after you have collected your card. **It is important for you to let us know when you arrive so that we can leave your card at Linacre College if you are not arriving during office hours.**

In an emergency, i.e. your flight is delayed or other emergencies, you can call one of these numbers:

Linacre College Lodge: +44 (0)1865 271650

Reuben Academic Office emergency number: +44 (0)7564 045442

Please have these numbers in hand when you are travelling, in case you need them.

Covid tests

The university has done some due diligence on the myriad of Covid test providers and here is their suggested provider:

For postal service: [BioGrad Diagnostics website](#)

This is not an endorsement. You are welcome to use any providers that you prefer. Please note that this is a new and growing market. Some providers may experience capacity issues, leading to challenges with achieving advertised response times and service levels. Pricing is also subject to frequent change.

Post and packages

Due to limited space at Farndon Court and Linacre College Lodge, we would like to ask everyone not to send packages in advance of their arrival (other than Covid tests packs). We would like to ask you to send packages to arrive after you are in Oxford.

If you are in Farndon Court, please use the Farndon Court address. Please ensure that you are around to receive your packages. If you are not in Farndon Court, you can send your packages to your private accommodation or to Linacre College Lodge. The address for Linacre College is:

Your name
Reuben College
c/o Linacre College
St. Cross Road
Oxford OX1 3JA

We are currently working on the college's induction timetable. We will provide further information once it is ready.

I wish you safe travels and looking forward to seeing you at Oxford.

Best wishes

Ellen