

You're Enrolled! What's Next?



Induction

Induction takes place before the start of term. We will send you an email confirming the date, time and location of your induction session.

Induction provides the key information you'll need as you begin your studies, so attendance is mandatory. Please remember to bring your passport.

Teaching campus:
bil.ac.uk/about-us/campus

**Scan the QR code for the
International Sponsored
Students guide**



Student ID Card and Library Card

You will get your **Bloomsbury student ID** at Induction, which you'll use to tap in for class attendance. After you start classes, you will also get your library card.

The **library card** allows you to access Euston Road for lectures, seminars, and workshops, and to Birkbeck's Library in Malet Street.



Timetable and Log-in Details

Two working days after enrolment, we will email you with your **digital starter letter**. The letter will tell you how to get to:

- Your timetable
- Canvas (VLE)
- Your Bloomsbury Institute email address
- The Student Self-Service Portal (SSP)



Proof of Address

You need to **upload a proof of address on SSP**, otherwise we cannot provide bank support or council tax exemption letters or approve Oyster card applications.

The document must be less than 3 months old and have your name and address on it. A few examples are bank statements (such as Revolut or Monzo), NI number letters and utility bills.



Letters

You can download letters from SSP, such as Enrolment Letter (confirming your student status), bank letter (supporting you in opening a new bank account), council tax letter (confirming your eligibility for council tax exemption), and work allowance letter.



Travel

If you live in London, you can apply for a **student Oyster photocard** (tfl.gov.uk/fares/free-and-discounted-travel) to save 30% on adult-rate travelcards. You can also apply for a **16-25 Railcard** (16-25railcard.co.uk) to save 1/3 off rail travel.

Mature students over 25 have to complete a different form and have it signed by a Bloomsbury staff member before submitting the online Railcard application. Scan the QR code to view the form.



Need help?

Please contact the Teams below if you have any queries relating to:

- Timetabling
timetable@bil.ac.uk
- IT
itsupport@bil.ac.uk
- Induction/course details
academic.admin@bil.ac.uk
- Visa Compliance
visa.compliance@bil.ac.uk
- Student Guild
studentguildstaff@bil.ac.uk
- Attendance;
student support
sews@bil.ac.uk
- Disability and wellbeing
disability@bil.ac.uk
- Study skills;
learning enhancement
lee@bil.ac.uk
- Finance
finance@bil.ac.uk